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ABSTRACT

The Southeastern Wisconsin Regional Planning Commission began a study of regional library planning in 1968. They identified needs and study objectives, and in 1969 inventoried existing library facilities, services, and use. This included public, school, academic, government, and special and institutional libraries both public and private. There was also an analysis of library revenues and expenditures in the region. From this information two basic development objectives were distilled: a full range of library services for the residents, and the location and design of library facilities for efficient as well as effective service. Taking into account changes in future population, land use, and new residential development, the commission considered alternative plans for library development. The commission has recommended a plan, to be implemented over an 18-year period, which includes some new facilities, additional mobile library units, increased materials, additional staff, a single seven-county federated library system with local autonomy but free exchange of information and materials, and a regional governing board. Sample questionnaires used in the inventory are included in the appendix. (LS)

ED 098915

PLANNING REPORT
NUMBER 19

A LIBRARY FACILITIES AND SERVICES PLAN FOR SOUTHEASTERN WISCONSIN

Prepared by the
Southeastern Wisconsin Regional Planning Commission

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PLANNING REPORT NO. 19

A LIBRARY FACILITIES AND SERVICES PLAN FOR SOUTHEASTERN WISCONSIN

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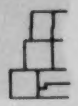

July 29, 1974

STATEMENT OF THE CHAIRMAN

Since its inception, the Commission has endeavored to be responsive to the needs of not only its constituent local units of government but also of state and federal agencies in mounting work programs designed to prepare regional plan elements. The regional library facilities and services plan set forth in this report represents the first regionwide plan element prepared by the Commission at the specific request of a state agency. The program was first suggested in November 1966 by the Southeastern Wisconsin Regional Library Conference, a formal organization of librarians and library board trustees in the Region who meet annually to discuss problems of common interest. The program was subsequently formally requested and directly funded by the Wisconsin Department of Public Instruction, Division for Library Services, the state agency charged with the responsibility of assisting local public libraries and library systems in providing adequate levels of library service, and was conducted in accordance with a Prospectus adopted by the Commission in June 1968. Guidance in the preparation of the plan was provided by a Technical Advisory Committee on Regional Library Planning.

The regional library facilities and services plan set forth herein also represents the first regional plan element prepared by the Commission dealing directly with community facilities. In addition to libraries, such facilities include municipal buildings, police and fire stations, park and recreation areas, and schools, and vary greatly with respect to their areawide or multicommunity significance. The regional library plan focuses primarily on recommendations for the provision of necessary areawide library services through an intergovernmental, cooperative procedure made possible under recent Wisconsin legislation (see Section 43.19 of the Wisconsin Statutes). The plan recommends that full policy control of all libraries in the Region be overseen by local library boards, as is now the case, with the necessary areawide library services being provided through the cooperative, voluntary establishment of a single seven-county regional library federation. The establishment of a regional federation of local library boards would serve to ensure the provision of a uniformly high level of library service to all of the Region's residents, and is intended to replace the existing, rather cumbersome system of relying on a series of individual interagency library contracts or agreements to provide such service.

As is true of all of the Commission's work, the regional library facilities and services plan is entirely advisory to the local, state, and federal units of government concerned. Upon formal adoption of the plan by the Commission, a certified copy thereof will be transmitted to all affected units and agencies of government with a request for their consideration and formal endorsement or adoption and appropriate implementing action. In this respect, it is the Commission's hope that the plan recommendations contained herein will be useful to the county library committees now being activated in the Region for the purpose of reviewing and applying the new state legislation. These committees will have to determine the best organizational structure for providing the needed library services within each county.

In its continuing role as a center for coordination of plan implementation activities within the Region, the Commission stands ready to provide such assistance as may be requested by the various units and agencies of government concerned in implementing the recommended regional library facilities and services plan.

Respectfully submitted,

George C. Berteau

George C. Berteau
Chairman

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Chapter I

INTRODUCTION

The regional library planning program for southeastern Wisconsin is the first comprehensive planning program undertaken by the Southeastern Wisconsin Regional Planning Commission to deal directly with community facilities on a regional scale. Community facilities may be defined as those public facilities for the provision of certain social services traditionally provided by local units of government, such as public facilities for the provision of recreational, public safety, health and welfare, and educational services. Libraries are an important component of public educational facilities. Since the regional library planning program is an integral part of the Commission's total work program, an understanding of the need for, concept of, and objectives of regional planning in southeastern Wisconsin is a necessary preface to the presentation of the findings and recommendations of the library planning program.

NEED FOR REGIONAL PLANNING

Regional planning may be defined as comprehensive planning for a geographic area larger than a county but smaller than a state, united by economic interests, geography, or common areawide development problems. The need for such planning has been brought about by important social and economic changes which, while national phenomena, have far-reaching impacts on the problems facing local government. These changes include rapid population growth and urbanization; increasing agricultural and industrial productivity, income levels, and leisure time; generation of mass recreational needs and pursuits; increasing use and consumption of natural resources; and development of private water supply and sewage disposal systems, vast electric power and communications networks, and limited-access highway systems and mass automotive transportation.

Under the impact of these changes, urban development is being diffused across large areas of the earth's surface such as southeastern Wisconsin. This areawide diffusion of urban development is creating new and intensified developmental and environmental problems of unprecedented scale and complexity. These problems include inadequate drainage and increasing flood damage, inadequate water supply and sewerage facilities, increasing air and water pollution, traffic congestion, inadequate public facilities and services, increasing costs of essential governmental services, and, underlying all of these, rapidly changing land use. These problems are all areawide in scope, and can only be resolved within the context of a comprehensive regional planning effort through cooperation of all levels and agencies of government.

THE REGIONAL PLANNING COMMISSION

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) represents an attempt to provide the necessary areawide planning services for one of the nation's large urbanizing regions. The Commission was created in August 1960, under the provisions of Section 66.945 of the Wisconsin Statutes, to serve and assist local, state, and federal units of government in planning for the orderly and economic development of southeastern Wisconsin. The Commission's role is entirely advisory, and participation by local units of government in the Commission's work is on a voluntary, cooperative basis. The Commission is composed of 21 citizen members, three from each county in the Region, who serve without pay.

The powers, duties, and functions of the Commission, and the qualifications of the Commissioners, are set forth in state enabling legislation. The Commission is authorized to employ experts and a staff to carry out its responsibilities. The basic funds necessary to support Commission operations are provided by the member counties, the budget being apportioned among the counties on the basis of relative equalized assessed property valuation. The Commission is also authorized to request and accept aid in any form from all levels and agencies of government to accomplish its objectives, and is authorized to deal directly with the state and federal governments for this purpose. The Commission's committee structure, staff organization, and relationship to the constituent counties are shown in Figure 1.

THE REGIONAL PLANNING CONCEPT IN SOUTHEASTERN WISCONSIN

Regional planning as conceived by the Commission is not a substitute for, but a supplement to, local, state, and federal planning efforts. Its objective is to aid the various levels and units of government in finding solutions to areawide developmental and environmental problems which cannot be properly resolved within the framework of a single municipality or a single county. As such, regional planning has three main functions to perform:

1. Inventory—the collection, analysis, and dissemination of basic planning and engineering data on a uniform, areawide basis, so that in light of such data, the various levels and agencies of government and private investors operating within the Region can better make decisions concerning community development.

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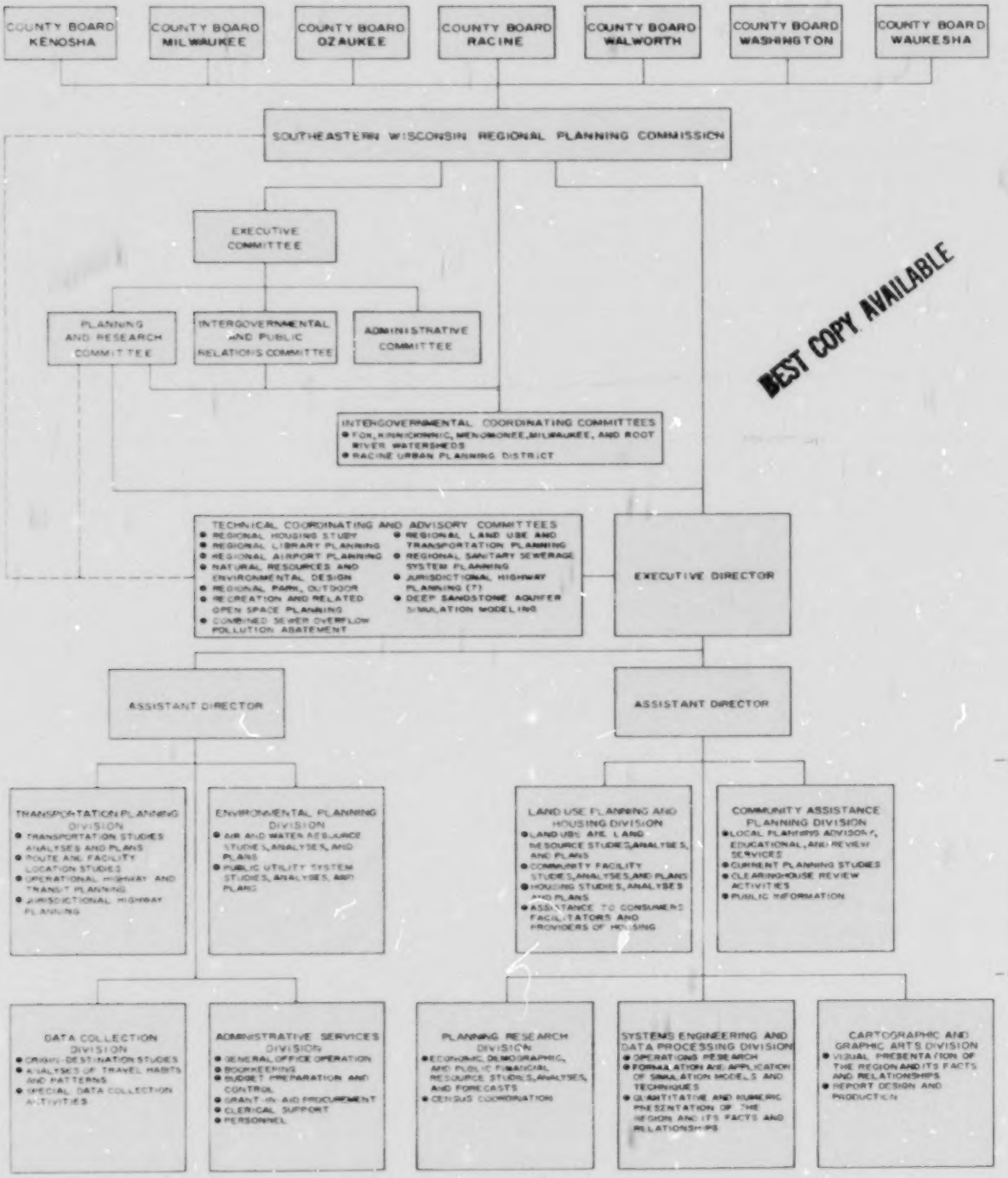
Figure 1

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION STAFF AND COMMITTEE STRUCTURE: 1973


COUNTY BOARD KENOSHA
COUNTY BOARD MILWAUKEE
COUNTY BOARD OZAUKEE
COUNTY BOARD RACINE
COUNTY BOARD WALWORTH
COUNTY BOARD WASHINGTON
COUNTY BOARD WAUKESHA
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE
PLANNING AND RESEARCH COMMITTEE
INTERGOVERNMENTAL AND PUBLIC RELATIONS COMMITTEE
ADMINISTRATIVE COMMITTEE
INTERGOVERNMENTAL COORDINATING COMMITTEES
FOX, KINNICKINNIC, MENOMONEE, MILWAUKEE, AND ROOT RIVER WATERSHEDS
RACINE URBAN PLANNING DISTRICT
TECHNICAL COORDINATING AND ADVISORY COMMITTEES
REGIONAL HOUSING STUDY
REGIONAL LIBRARY PLANNING
REGIONAL AIRPORT PLANNING
NATURAL RESOURCES AND ENVIRONMENTAL DESIGN
REGIONAL PARK, OUTDOOR RECREATION AND RELATED OPEN SPACE PLANNING
COMBINED SEWER OVERFLOW POLLUTION ABATEMENT
REGIONAL LAND USE AND TRANSPORTATION PLANNING
REGIONAL SANITARY SEWERAGE SYSTEM PLANNING
JURISDICTIONAL HIGHWAY PLANNING (?)
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OPERATIONAL HIGHWAY AND TRANSIT PLANNING
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COMMUNITY FACILITY STUDIES, ANALYSES, AND PLANS
HOUSING STUDIES, ANALYSES AND PLANS
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COMMUNITY ASSISTANCE PLANNING DIVISION
LOCAL PLANNING ADVISORY, EDUCATIONAL, AND REVIEW SERVICES
CURRENT PLANNING STUDIES
CLEARINGHOUSE REVIEW ACTIVITIES
PUBLIC INFORMATION
DATA COLLECTION DIVISION
ORIGIN-DESTINATION STUDIES
ANALYSES OF TRAVEL HABITS AND PATTERNS
SPECIAL DATA COLLECTION ACTIVITIES
ADMINISTRATIVE SERVICES DIVISION
GENERAL OFFICE OPERATION
BOOKKEEPING
BUDGET PREPARATION AND CONTROL
GRANT-IN-AID PROCUREMENT
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2. Plan Design—the preparation of a framework of long-range plans for the physical development of the Region, these plans being limited to functional elements having areawide significance. To this end, the Commission is charged by law with the function and duty of "making and adopting a master plan for the physical development of the Region." The permissible scope and content of this plan, as outlined in the enabling legislation, extend to all phases of regional development, implicitly emphasizing preparation of alternative spatial designs for land use and for supporting transportation, utility, and community facilities.

3. Plan Implementation—promotion of plan implementation through provision of a center to coordinate the planning and plan implementation activities of the various levels and agencies of government in the Region.

The work of the Commission, therefore, is seen as a continuing planning process providing outputs of value to the making of development decisions by public and private agencies, and to the preparation of plans and plan implementation programs at the local, state, and federal levels. It emphasizes close cooperation between government agencies and private enterprise responsible for development and maintenance of land uses in the Region, and for the design, construction, operation, and maintenance of their supporting public works facilities. All Commission work programs are intended to be carried out in the context of a continuing planning program which provides for periodic reevaluation of the plans produced, and for extension of planning information and advice necessary to convert the plans into action programs at the local, regional, state, and federal levels.

THE REGION

The Southeastern Wisconsin Planning Region, shown on Map 1, is comprised of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties. Exclusive of Lake Michigan, these seven counties have a total area of 2,689 square miles, about 5 percent of the total area of Wisconsin. More than 40 percent of the state's population lives in these seven counties, which contain three of the seven and one-half Standard Metropolitan Statistical Areas in the state. The Region contains about half the tangible wealth in Wisconsin as measured by equalized assessed property valuation, and represents the greatest wealth-producing area of the state, having about 40 percent of the state's total employment. It contains 154 local units of government, exclusive of school and other special-purpose districts. The Region has been subject to rapid population growth and urbanization, and from 1950 to 1970 accounted for 54 percent of the population increase of the state.

The Region's geographic location is conducive to continued growth and development. It is bounded on the east by Lake Michigan, which provides an ample supply of fresh water for domestic and industrial use, and which is an integral part of a major international transportation network. It is bounded on the south by the rapidly expanding northeastern Illinois metropolitan region, and on the west and north by the fertile agricultural lands and desirable recreational areas of the rest of the state. Many of the most important industrial areas and heaviest population concentrations in the Midwest are within 250 miles of the Region, and more than 31 million people live within a circumference of this radius.

COMMISSION WORK PROGRAMS

The Commission's initial work program was directed entirely toward basic data collection. The program included six basic regional planning studies begun in July 1961 and completed by July 1963: a statistical program and data processing study, a base mapping program, an economic base and structure study, a population study, a natural resource inventory, and a public utilities inventory.

These studies provided a basic foundation of planning and engineering data for regional planning, and were documented in six published planning reports. None of the studies involved plan preparation, but the findings provided a valuable point of departure for future Commission work, including the regional library planning program.

The Commission's first major work program directed toward the preparation of long-range development plans was a regional land use-transportation study, begun in January 1963 and completed in July 1966. This program produced two key elements of a comprehensive plan for the physical development of the Region: a land use plan and a transportation plan. The findings and recommendations of the study have been published in the three-volume SEWRPC Planning Report No. 7, The Land Use-Transportation Study.

Other major work programs undertaken by the Commission include comprehensive watershed planning programs for the Root, Fox, Milwaukee, and Menomonee River watersheds; a regional sanitary sewerage system planning program; a regional airport planning program; a regional housing study; a regional park planning program; and detailed "city" planning programs for the Racine and Kenosha urban planning districts. In addition, the Commission maintains a community assistance program providing technical assistance to communities throughout the Region upon request. All of the Commission's work programs are structured within the context of a continuing comprehensive areawide planning program designed to maintain the data, analyses, and forecasts on which the plans are based, as well as the plans themselves, current; and to promote plan implementation.

Map 1

THE SOUTHEASTERN WISCONSIN REGION

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The Southeastern Wisconsin Planning Region includes Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha Counties. These seven counties, with a total area of 2,689 square miles, or about 5 percent of the total area of Wisconsin, contain about 40 percent of the state's population. As measured by equalized assessed property valuation, the Region represents the greatest wealth producing area of Wisconsin, and has about 40 percent of the state's total employment. From 1950 to 1970, 54 percent of the state's population growth occurred in the Region.

Source: SEWRPC.

THE REGIONAL LIBRARY PLANNING PROGRAM

In November 1966 the Southeastern Wisconsin Regional Library Conference[1] requested that the Commission evaluate the level of existing library facilities and services in the Region, estimate future demands for library facilities and services, and prepare a library facilities and services plan for the Region. In making this request, the Conference recognized that library facilities and services increasingly have areawide significance, that intergovernmental coordination is needed to ensure that library facilities are constructed and library services are provided in accordance with an agreed-upon areawide plan, and that demands for higher levels of library service dictate that more economical and efficient means be found to provide such services.

In accordance with statutory authority and adopted policy, the Commission appointed a Technical Advisory Committee on Regional Library Planning in February 1967 to assist the Commission staff in preparing a prospectus for development of a comprehensive plan for library facilities and services in southeastern Wisconsin. The Committee included professional librarians from each county in the Region and from the Wisconsin Department of Public Instruction, Division for Library Services,[2] as well as representatives from the Wisconsin Department of Administration. Working from February 1967 to March 1968, the Committee prepared a Comprehensive Library Planning Program Prospectus. This Prospectus identified nine factors which indicate the need for library planning on an areawide basis in southeastern Wisconsin:

1. Rapidly increasing use of library facilities and services.
2. Rapidly changing library service areas.
3. Rapidly increasing types and quantities of library materials.
4. Rapidly increasing demand for a wider variety of library services.
5. Impact of a rapidly changing technology on library facilities and services.
6. Aging of existing library facilities.
7. Shortage of qualified staff.
8. Rising costs of library facilities and services.
9. Lack of regionwide interlibrary cooperation.

The Prospectus was not intended to be the finished study design for the proposed regional library planning program, but was designed to assist in obtaining support and financing for the recommended study, an objective that was achieved. The Prospectus outlined necessary work elements, specific staff organization, a time schedule, and proposed program cost estimates. This Prospectus was formally approved by the Committee in April 1968 and sent to the Commission with the recommendation that the Commission prepare a comprehensive library plan for southeastern Wisconsin as outlined in the Prospectus. The Committee further recommended that the Commission contract with the Division for Library Services to obtain the necessary funding.

The Commission formally adopted the Prospectus in June 1968 and authorized undertaking of the regional library planning program, to focus on libraries in the Region both as existing education facilities and as elements of total land use development. To accomplish the program, the Commission contracted with the Division for Library Services for the total financing of the expected program costs, with actual funding provided through the U. S. Department of Health, Education, and Welfare under the Federal Library Services and Construction Act of 1966. This contract was executed in June 1968. Actual staff and Committee work on the regional library planning program began in July 1968.

Study Objectives

The primary objective of the regional library planning program, as stated in the Prospectus, is development of a plan that will stimulate and guide action to resolve some of the major problems facing library boards and administrators in the Region, including facility location and intergovernmental coordination. Generally, the plan is intended as a guide for development of library facilities; for provision of library services by all of the agencies responsible at the federal, state, and local levels; and for more effective and efficient library administration on an areawide basis.

More specifically, the planning program objectives are:

1. To inventory and analyze the quantities, characteristics, and distribution methods of existing library materials in the library service areas; the facility in which such materials and services are extended; and the number and geographic distribution of the persons eligible to use, and actually using, available materials and services.
2. To set forth objectives, principles, and standards relating to development of library facilities and the extension of library services in the Region.

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[1] *The Southeastern Wisconsin Regional Library Conference is an organization of librarians and library board trustees in the Region who meet annually to discuss problems of common interest. The Conference, formed in October 1966, seeks to foster cooperation between libraries and library boards in the Region in common problem solving efforts.*

[2] *The Wisconsin Department of Public Instruction, Division for Library Services, is the state agency responsible for assisting local public libraries and library systems in providing adequate levels of library service.*

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3. To prepare forecasts of library utilization in the Region.

4. To explore the alternative methods of providing library services to the total population of the Region.

5. To prepare a plan which recommends the best method and procedures for providing library services throughout the Region.

6. To recommend plan implementation measures.

Staff, Cooperating Agency, and Committee Structure

The basic organizational structure for the regional library planning program is shown in Figure 2. In accordance with established Commission policy, interagency coordination and policy guidance for the program was obtained through an advisory committee and interagency staff assignments. The Technical Advisory Committee on Regional Library Planning, which was established in February 1967 to prepare the Prospectus for the study, was expanded by the Commission in June 1968 to include librarians from business, industrial, and educational institutions. The full Committee membership is listed in Appendix A. The basic function of the Committee is to assist the Commission in determining and coordinating basic policies involved in conducting the study, and upon its completion, to assist in plan implementation. In particular, the Committee is intended to provide a continuing basis for liaison with library boards in the Region.

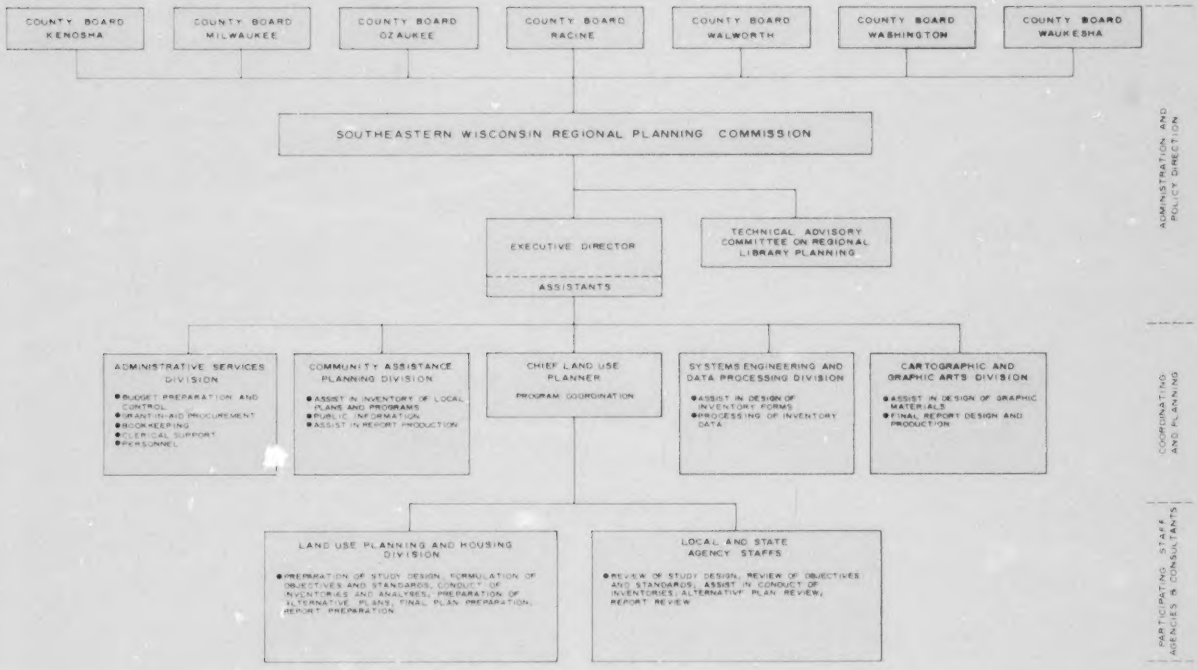
The program has been conducted by the Commission staff, supplemented by a professional librarian assigned full time by the Wisconsin Division for Library Services. The Commission assigned one full-time planner and one full-time research aide to the program. This staff operated as a part of the Commission Land Use Planning and Housing Division. The library program also received assistance from other Commission divisions. The professional librarian assigned to work full time with the Commission staff coordinated the regional library planning program with other ongoing library programs throughout the Region, and familiarized the Commission staff with existing and evolving library art and science and terminology. The Commission's Chief Land Use Planner and Assistant Director, as the project coordinators, were responsible for maintaining interstaff cooperation, and the Chief Land Use Planner served as Recording Secretary to the Technical Advisory Committee.

Scheme of Presentation

The major findings and recommendations of the library planning program are documented and presented in this report. It sets forth the basic concepts underlying the

Figure 2

ORGANIZATIONAL CHART FOR THE COMPREHENSIVE LIBRARY PLANNING PROGRAM


COUNTY BOARD KENOSHA
COUNTY BOARD MILWAUKEE
COUNTY BOARD OZAUKEE
COUNTY BOARD RACINE
COUNTY BOARD WALWORTH
COUNTY BOARD WASHINGTON
COUNTY BOARD WAUKESHA
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
EXECUTIVE DIRECTOR
ASSISTANTS
TECHNICAL ADVISORY COMMITTEE ON REGIONAL LIBRARY PLANNING
ADMINISTRATIVE SERVICES DIVISION
•BUDGET PREPARATION AND CONTROL
•GRANT-IN-AID PROCUREMENT
•BOOKKEEPING
•CLERICAL SUPPORT
•PERSONNEL
COMMUNITY ASSISTANCE PLANNING DIVISION
•ASSIST IN INVENTORY OF LOCAL PLANS AND PROGRAMS
•PUBLIC INFORMATION
•ASSIST IN REPORT PRODUCTION
CHIEF LAND USE PLANNER
PROGRAM COORDINATION
SYSTEMS ENGINEERING AND DATA PROCESSING DIVISION
•ASSIST IN DESIGN OF INVENTORY FORMS
•PROCESSING OF INVENTORY DATA
CARTOGRAPHIC AND GRAPHIC ARTS DIVISION
•ASSIST IN DESIGN OF GRAPHIC MATERIALS
•FINAL REPORT DESIGN AND PRODUCTION
LAND USE PLANNING AND HOUSING DIVISION
•PREPARATION OF STUDY DESIGN, FORMULATION OF OBJECTIVES AND STANDARDS, CONDUCT OF INVENTORIES AND ANALYSES, PREPARATION OF ALTERNATIVE PLANS, FINAL PLAN PREPARATION, REPORT PREPARATION
LOCAL AND STATE AGENCY STAFFS
•REVIEW OF STUDY DESIGN, REVIEW OF OBJECTIVES AND STANDARDS, ASSIST IN CONDUCT OF INVENTORIES, ALTERNATIVE PLAN REVIEW, REPORT REVIEW
ADMINISTRATION AND POLICY DIRECTION
COORDINATING AND PLANNING
PARTICIPATING STAFF AGENCIES & CONSULTANTS

Source: SEWRPC.

study; the factual findings of the inventories conducted as a part of the study; the objectives, principles and standards upon which sound recommendations for library service may be based; and forecasts future economic activity, population growth, and concomitant library demands. In addition, the report explores alternative plans for provision of library services in southeastern Wisconsin; sets forth a recommended plan for the maintenance and development of library facilities and services; and contains specific recommendations for adoption and implementation of the recommended plan by federal, state, and local units and agencies of government. The report is intended to allow careful, critical review of the alternative plan elements by public officials, library personnel, and interested citizens throughout the Region.

The large volume of information assembled in the data collection, analysis, and forecasting phases of the library planning program can only be summarized in this report. Although reproduction of all of this information in report form is impractical due to the amount of data collected and analyzed, all data collected as a part of the library planning program are on file in the Commission offices and are available to member units and agencies of government and the public upon request. This report also indicates the type of data which is available from the Commission, which may assist affected government units and private investors in better making decisions concerning library facility and services development within the Region.

Chapter II

BASIC PRINCIPLES AND CONCEPTS

INTRODUCTION

A comprehensive plan for the physical development of an area should contain a community facilities element, composed of long-range plans for the development and redevelopment of public outdoor recreation, safety, health and welfare, and educational facilities and services. Libraries are a major component of educational facilities. Consequently, a plan for library facilities and services is an important part of any comprehensive development plan.

Community facilities planning has traditionally been recognized as a responsibility of comprehensive city planning. Comprehensive planning for entire urbanizing regions is a relatively new development, however, and little precedent exists for community facilities planning as an integral part of such planning. Rapid changes in land use and transportation system development, living and travel patterns, and communications have made it necessary to consider community facilities planning—including library facilities and services planning—on an areawide basis within the context of continuing areawide comprehensive planning programs.

Since 1950 changes having a substantial impact on the individual and the community have occurred in the Southeastern Wisconsin Region. Not only has urban development expanded to include nearly all of Milwaukee County and parts of five of the Region's other six counties, but population density and distribution patterns of various land uses have changed significantly.

There has been substantial migration from the central cities to the suburban and rural areas of the Region, accompanied by growth in areas which prior to 1950 were predominantly agricultural. These shifts in land development have been followed by comparable shifts in transportation and other community facility and service requirements, including the provision of library facilities and services. Such requirements can no longer be effectively evaluated or met by a single government level or unit acting in isolation. The providers of library facilities and services for the Region's mobile and rapidly changing population realize that such evaluation and response must be accomplished largely through intergovernmental cooperation.

The realization by librarians and library officials in southeastern Wisconsin that provision of adequate public library facilities and services must be studied on a regional basis was a first step toward changing the traditional approach to library planning. The nine factors identified by the Technical Advisory Committee on Regional Library Planning in the Comprehensive Library Planning Program Prospectus for southeastern Wisconsin and restated in Chapter I of this report have substantiated this realization.

The ultimate purposes of the long-range areawide library planning process are to:

1. Permit public evaluation and choice of alternative library facility and service plans.
2. Provide a basis for comparison and evaluation of individual community facilities and services on an areawide basis.
3. Provide a basis for expanded coordination and cooperation in library facility and services development.
4. Provide a basis for continued monitoring and reappraising of the effects of rapid urban growth, changing user demands, and changing technology on libraries and library services.

BASIC PRINCIPLES FOR LIBRARY FACILITIES AND SERVICES PLANNING

Based on these considerations, five basic principles have been developed for planning library facilities and services for southeastern Wisconsin:

1. Library planning in an urbanizing region must be areawide in scope, encompassing the total socio-economic area requiring service.
2. Community facilities planning, and specifically library planning, must be based upon and properly related to an areawide land use development plan.
3. Libraries must be planned as integral parts of a total system adequate to serve existing and forecast needs for library services throughout the entire planning area, and library planning must, therefore, consider, in addition to the type and location of required library facilities, the method and financial feasibility of providing library services, and the administration and funding of such facilities and services within a total system.
4. Library planning in an urban region must consider the relationship among public libraries, public and private institutional libraries, and industrial and other special libraries, allocating to each kind of library the functions and services which that library can best perform.
5. Library development proposals should be flexible enough to be readily adapted to changing conditions and to permit latitude in implementation through local library planning and development programs.

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THE LIBRARY PLANNING PROCESS

The Commission has developed a seven-step planning process in which preparation of any regional plan element or subelement, in this case a library facilities and services plan, can be achieved. The seven steps are study design, formulation of objectives and standards, inventory, analysis and forecast, plan design, plan test and evaluation, and plan selection and adoption. Plan implementation, although a step beyond the plan preparation process, must be considered in that process. As applied to library planning, this process will result in the preparation of a regional library system plan adapted to fit future demands for library facilities and services, and the start of a continuing planning process that allows for plan refinement and detailing as well as plan implementation. Each step in this process includes individual operations which must be carefully designed, scheduled, and coordinated. An understanding of this planning process is essential to appreciating and understanding the results. Each step in the process and its major component operations are diagrammed in Figure 3 and described briefly below.

Study Design

Every planning program must contain a formal structure or study design so it can be carried out logically and consistently. The study design must specify the content of the fact-gathering operations, define the geographic area for which data will be gathered and plans prepared, outline how data is to be processed and analyzed, specify requirements for forecasts and forecast accuracy, and define the nature of the plans to be prepared and criteria for their evaluation and adoption. The study design may be based on a highly structured series of mathematical models or on a more traditional framework of analysis, forecast, and plan preparation; but it must be formally established if the planning program is to avoid uncoordinated and wasteful data collection, processing, and analysis. The study design prepared for the regional library planning program consisted of a series of staff memoranda approved by the Technical Advisory Committee, and is on file in the Commission offices.

Formulation of Objectives and Standards

In its most basic sense, planning is a rational process to establish and meet objectives. The formulation of objectives is, therefore, essential before plans can be prepared. To be useful, the objectives must not only be clearly stated and logically sound, but must be related to alternative physical development proposals. The objectives must be capable of being translated into detailed design standards which provide the basis for plan preparation, test, and evaluation. Only if objectives are clearly related to development proposals can the alternative plan be identified and selected as best meeting the objectives.

The formulation of objectives and standards for library facilities and services involves technical and nontechnical policy determinations and value judgements. These determinations and judgements were made by the Advisory Committee and the Commission. The resulting objectives and standards range from general regional objectives for library development to detailed planning standards concerning quantity and quality of library services, material stock, personnel, and facilities.

Inventory

Reliable planning data, collected on an areawide, uniform basis, are essential to forming workable development plans. Inventory becomes the first operational step in any planning process, since knowledge of the existing situation is essential to the preparation of forecasts and alternative plans. The formulation of a regional library plan requires that data be collected on existing and potential demand for library facilities and services, on the major determinants of these demands, and on existing and potential alternatives to meet these demands. The major inventories conducted as part of the regional library planning program include those of existing library facilities, service levels, personnel, financial conditions and capabilities, organizational structure, and advances in technology which affect library services. After the data were collected, they were edited, coded, transferred to punch cards for electronic data processing, checked, summarized, and analyzed to make them useable in the rest of the planning process.

Analysis and Forecast

Inventories provide factual information about the present situation, but analyses and forecasts are needed to estimate future needs for library facilities and services. Economic activity and population forecasts set the scale for future growth, which in the library planning program was translated into future library user demands. These demands became the basis for the formulation of alternative library plans.

Before library user demands could be forecast, the relationship between existing population levels and library services provided had to be determined. This determination was made for general library services; circulation and registration; adequacy of facilities; quantity and type of library materials; general and special services provided; the number, training, and experience of personnel; organizational and administrative structure; and financial condition. In addition, the library materials and services offered at higher education, primary and secondary education, public and quasi-public, and industrial libraries were reviewed for their effect on general public library services in the Region.

Two important factors involved in preparing forecasts are the forecast target date and the forecast accuracy requirements. Applied to library planning, the critical question is what effect any forecast inaccuracies might have on the structure of plans to be produced. It is important to keep the forecast tolerances within the range in which the timing and not the basic structure of the plans will be affected. The forecast target date selected was 1990, and the forecast economic activity and population levels for that year were derived from a review of both the Commission's initial 1990 forecasts as well as of the 1990 stage of the Commission's new year 2000 forecasts.

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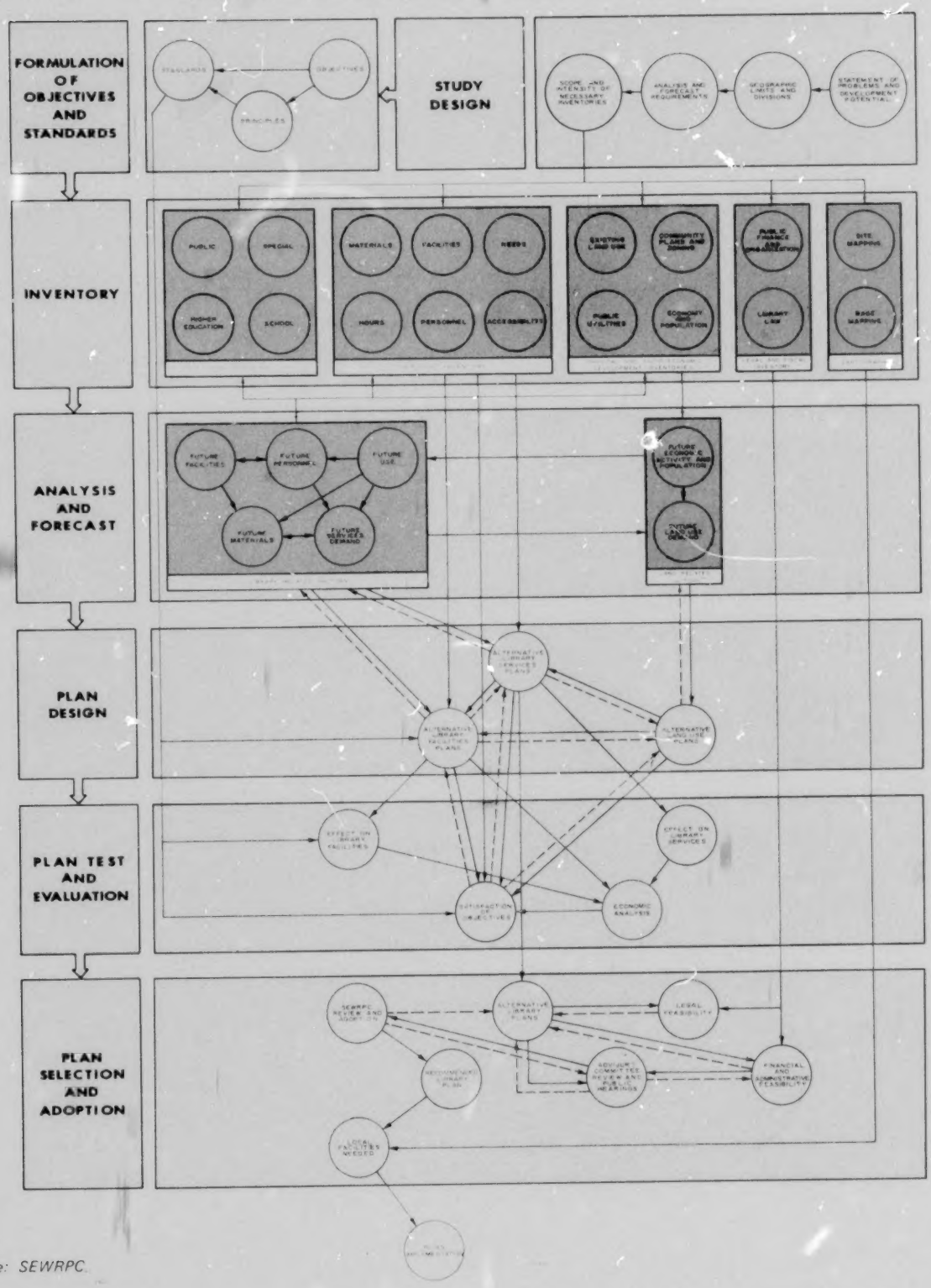
Figure 3

GENERAL STEPS IN A COMPREHENSIVE LIBRARY PLANNING PROGRAM



Source: SEWRPC.

Plan Design

Plan design is the heart of the planning process. The most well-conceived objectives; the most sophisticated data collection, processing, and analysis operation; and the most accurate forecast are of little value if they do not lead to the preparation of sound plans. The library plan design problem consists of determining future demand for library materials and services and, based on that demand, recommending a spatial allocation of library facilities to meet the demand given the established design standards. In addition, the nature of the existing library organization within the Region required an examination of alternative institutional structures under which the physical system plan could be achieved.

Plan Test and Evaluation

If plans are to be realized in terms of library system and facility development, the ability of alternative library plans to meet forecast demands must be evaluated. Evaluation beyond scaling of supply and demand involves a qualitative determination of the degree to which each alternative meets development objectives and their financial and legal feasibility. Investing public funds for library facilities and services increasingly competes for priority allocation with the funding of other community and area-wide facilities and services. It is important in this program, therefore, that proposed expenditures for library facilities and services be based on an evaluation of total demand and on sound plans for such facilities and services in an urbanizing area.

Plan Selection and Adoption

Plan selection and adoption, like the formulation of objectives and standards, involves technical and nontechnical policy determinations and must, therefore, involve governmental bodies, technical agencies, and private interest groups concerned with library development. Such involvement is particularly important in light of the Commission's advisory role in shaping regional development. The use of advisory committees and of formal and informal hearings appears to be the most practical and effective way to involve public officials, technicians, and citizens in the planning process, and of reaching agreement among the affected governmental bodies and agencies on objectives and plans which can be jointly implemented.

In the library planning program, several alternatives were developed and evaluated. The Technical Advisory Committee carefully considered the alternatives; held a series of 11 public informational meetings throughout the Region to get public reaction to the alternatives; and, after weighing the reaction, recommended a regional library facilities and services plan to the Commission for adoption and certification to the governmental units and agencies concerned. Minutes of the informational meetings are on file in the Commission offices.

Plan Implementation

Plan implementation is beyond the scope of the library planning program. It nevertheless is a major element which must receive proper attention throughout the planning process. While the Commission's role is entirely advisory, this report will recommend specific plan implementation measures to each level and agency of government involved in and responsible for providing library services in the Region.

Chapter III

PUBLIC LIBRARY FACILITIES, SERVICES, AND USE

INTRODUCTION

One of the major work elements conducted under the regional library planning program was an inventory of all existing public library facilities[1] and services in southeastern Wisconsin, together with an inventory of the current use being made of these facilities and services. Timing of the conduct of the user survey was particularly important to obtaining valid, unbiased results. Because of the importance of timing, and the almost total lack of definitive data on the true distribution of library use, four public libraries in the Region were contacted during the formative phase of the planning program to gather preliminary data on the time pattern of library use. Circulation statistics for two of these libraries—the Cudahy and Oconomowoc Public Libraries—were analyzed in an effort to identify a pattern in the monthly book volume circulation. As shown in Figure 4, the peaks in total circulation at both of these libraries occurred in March, July, and November. The March and November peaks were comprised primarily of adult circulation, while most of the July peak was comprised of juvenile circulation. When circulation was weighted for the number of days that the libraries were open, the spring peak period was extended over a longer period of time and was, therefore, less sharp than the other peak periods. On the basis of this preliminary analysis, it was concluded that the user survey should be conducted in the spring of the year—in April, if possible—since this time period was more representative of average user conditions.

Three additional factors which could bias sample survey results were also considered in the timing of the user surveys. These included spring school vacations, which could increase library use; National Library Week, April 20 to 26, 1969, advertising for which could increase use; and inclement weather, which could decrease library use. It was decided, therefore, to conduct the comprehensive library user survey simultaneously at the Region's 65 public main libraries and library branches, as well as at mobile units, during the week of April 13 through 19, 1969. The user survey included personal interviews with all library users, together with a physical inventory of the facility and material stock, including all parking spaces—on- and off-street—within 300 feet of the library building. An interview survey of all librarians was also conducted during the survey period. In addition, a more limited user survey was conducted at the 822 libraries within the Region not classified as public libraries. The results of the inventory of library facilities in the Region are shown in Table 1.

INVENTORIES OF EXISTING PUBLIC LIBRARY FACILITIES, SERVICES, AND USE

The inventories of existing library facilities, services, and use conducted under the regional library system planning program were the first to include all public libraries in the seven-county Region. Prior to the study, no uniform, areawide data were available for library facilities and services or for library use or user characteristics. The objective of the user survey was to obtain definitive data on the use made of public libraries within the Region, as well as of the characteristics, needs, and desires of the individual users regarding library facilities and services. Unless stated otherwise, all existing information and data contained in this chapter were derived from the surveys conducted in the spring of 1969.

As shown in Table 2, a total of 113,414 persons were recorded as using 64[2] of the public libraries in the Region during the seven-day survey week and were asked for information regarding their home address; age; sex; occupation; formal education; family income range; type of library card held; mode of travel to the main library, branch, or mobile unit; place of origin of the trip to the library; expected place of destination of the trip from the library; library materials or services used; primary reason for using the library materials or services used; satisfaction or dissatisfaction with library materials or services; rating of the usability, convenience, and accessibility of the library; and frequency of library use and use of newspapers, magazines, and books. In addition to personal interviews conducted with individuals, a special effort was made to interview persons over 60 years of age who used mobile library facilities. A copy of each public library inventory form is included in Appendix B of this report.

Three additional inventories were conducted at each library to obtain specific information on public library facilities and services within the Region. These included inventories of library location, physical facilities, staff, services, stock, library boards, service areas, and interlibrary cooperation. These surveys provided, for the first time, uniform areawide data on the library facilities and services within the Region and the use made of these facilities and services.

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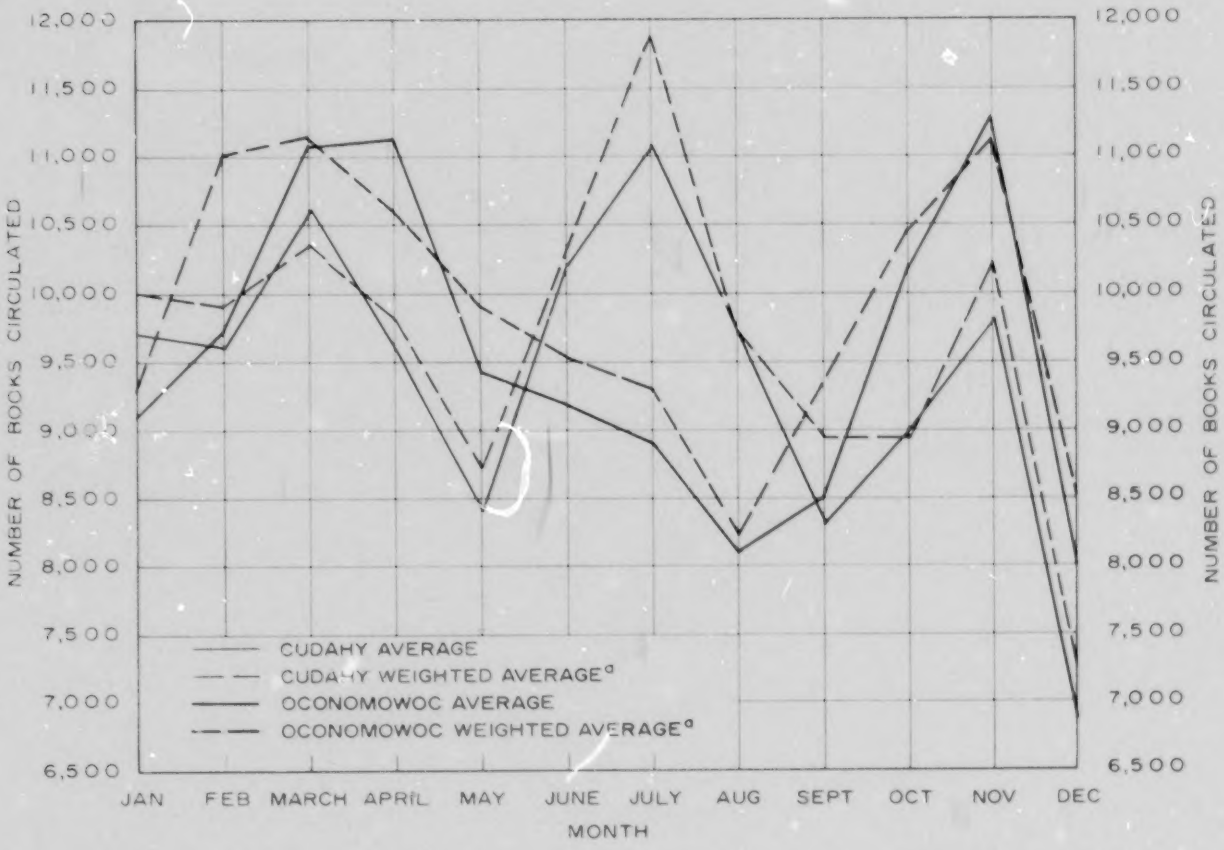
[1] *Public library facilities were defined for the purposes of the study as those structures in which a collection of books and other materials are kept for use in the provision of library services to the general public by a library staff.*

[2] *Of the 65 public libraries open for service in the Region in April 1969, only the Delafield Public Library did not participate in the survey.*

Figure 4

AVERAGE MONTHLY BOOK CIRCULATION AT THE CUDAHY AND OCONOMOWOC PUBLIC LIBRARIES: 1962-1967



[a]WEIGHTED AVERAGE BASED ON THE NUMBER OF DAYS THE LIBRARY WAS OPEN IN EACH MONTH

Source: SEWRPC.

Library Location

The inventory of the physical locations of the 65 permanent public main and branch libraries in the Region indicated that 42, or 64 percent, are located in or adjacent to a major commercial center; 17, or 27 percent, are located in residential areas; and six, or 9 percent, are located in or near a civic or cultural center (see Map 2 and Tables 3 through 9). The Kenosha, Milwaukee, Racine, and West Allis libraries operated mobile library units with stops located throughout the community or county served (see Map 3).

Library Facilities

The first library to begin operation in the Region was the Central Library of the Milwaukee Public Library, which in 1898 occupied a facility constructed as a library and museum the same year. Tables 3 through 9 list, by county, the date of original construction of the facility housing the libraries, the original purpose of the buildings, the date they were occupied by the libraries, and the present ownership of the buildings. The 65 public library facilities[3] in the Region are housed in a variety of building types. The oldest buildings are the three structures which house the Oconomowoc Public Library. These buildings were originally constructed as adjoining retail stores in 1849. The Oconomowoc Library occupied one of the buildings in 1901 and expanded to include the other two stores in 1905 and 1955. The newest library facilities during the year of the survey were the Big Bend and West Bend Public Libraries, and the Tippecanoe Neighborhood Library of the Milwaukee Public Library, which were constructed in 1968 and 1969.

[3]*The Brown Deer, New Berlin, Richfield, Oak Creek, and Saukville libraries were opened after the April 1969 inventory. New library buildings have been constructed since April 1969 to replace older facilities in Cedarburg, Mequon-Thiensville, Brookfield, Elm Grove, and Muskego. Two new Milwaukee neighborhood libraries—the Mill Road Neighborhood Library and the Martin Luther King Neighborhood Library—have also been added since the 1969 inventory.*

Table 1

PUBLIC LIBRARY FACILITIES IN THE REGION BY TYPE: APRIL 1969

County	Total Library Facilities		Public Library Facilities			School Library Facilities											
						Public					Nonpublic[a]					Total		
								Subtotal					Subtotal					
	Number	Percent of Total Library Facilities	Number	Percent of Public Library Facilities	Percent of Total Library Facilities	Secondary	Primary	Number	Percent of School Library Facilities	Percent of Total Library Facilities	Secondary	Primary	Number	Percent of School Library Facilities	Percent of Total Library Facilities	Number	Percent of School Library Facilities	Percent of Total Library Facilities
Kenosha	73	8.3	4	6.2	0.4	8	31	39	5.9	4.4	2	12	14	2.1	1.6	53	8.0	6.0
Milwaukee	436	49.2	22	33.7	2.6	57	126	183	27.7	20.6	21	116	137	20.7	15.4	320	48.4	36.0
Ozaukee	35	3.9	4	6.2	0.4	5	11	16	2.4	1.8	1	11	12	1.8	1.3	28	4.3	3.1
Racine	101	11.4	6	9.2	0.7	14	38	52	7.9	5.9	4	17	21	3.2	2.4	73	11.0	8.2
Walworth	55	6.2	11	17.0	1.2	6	23	29	4.4	3.3	2	6	8	1.2	0.9	37	5.6	4.2
Washington	42	4.7	5	7.7	0.6	7	16	23	3.5	2.6	0	10	10	1.5	1.1	33	5.0	3.7
Waukesha	145	16.3	13	20.0	1.5	18	70	88	13.3	9.9	4	25	29	4.4	3.3	117	17.7	13.2
Region	887	100.0	65	100.0	7.4	115	315	430	65.1	48.5	34	197	231	34.9	26.0	661	100.0	74.5

County	Special Library Facilities														
	Higher Educational Institution[b] Library Facilities			Industrial and Business			Organizational[c]			Church			Total		
	Number	Percent of Higher Education Institution Library Facilities	Percent of Total Library Facilities	Number	Percent of Special Library Facilities	Percent of Total Library Facilities	Number	Percent of Special Library Facilities	Percent of Total Library Facilities	Number	Percent of Special Library Facilities	Percent of Total Library Facilities	Number	Percent of Special Library Facilities	Percent of Total Library Facilities
Kenosha	4	10.0	0.4	1	0.8	0.1	10	8.3	1.1	1	0.8	0.1	12	9.9	1.3
Milwaukee	18	45.0	2.1	26	21.5	2.9	41	33.9	4.7	9	7.4	1.0	76	62.8	8.6
Ozaukee	2	5.0	0.2	0	0.0	0.0	1	0.8	0.1	0	0.0	0.0	1	0.8	0.1
Racine	7	17.5	0.8	6	5.0	0.7	6	4.9	0.7	3	2.5	0.3	15	12.4	1.7
Walworth	1	2.5	0.1	0	0.0	0.0	3	2.5	0.3	3	2.5	0.3	6	5.0	0.7
Washington	2	5.0	0.2	0	0.0	0.0	2	1.6	0.2	0	0.0	0.0	2	1.6	0.2
Waukesha	6	15.0	0.7	0	0.0	0.0	6	5.0	0.7	3	2.5	0.3	9	7.5	1.0
Region	40	100.0	4.5	33	27.3	3.7	69	57.0	7.8	19	15.7	2.1	121	100.0	13.6

[a] *Nonpublic schools are comprised of all primary and secondary schools other than public schools.*

[b] *Higher educational institutions are comprised of all two-year, four-year, and graduate universities, colleges, and technical institutes, or vocational training schools.*

[c] *Organizational libraries are comprised of libraries housed in private, quasi-public, or public organizations or agencies such as the YMCA, Boy Scouts of America, or the Southeastern Wisconsin Regional Planning Commission.*

Source: SEWRPC.

The number of square feet of space per library ranged from 345 square feet in the Slinger Public Library to 340,900 square feet in the Milwaukee Central Library. This space does not include meeting rooms. General seating capacity, excluding meeting rooms, in public libraries ranged from four at the Brown Deer Public Library to 635 at the Milwaukee Central Library. A total of 35 libraries reported no meeting rooms, 31 reported one to three meeting rooms, and the Milwaukee Central Library reported four meeting rooms with a total capacity of 920 persons. A parking inventory showed that 40 of the 65 libraries provided off-street parking spaces within 300 feet of the library.

Library Staff

At the time of the survey, 782 persons were directly involved in providing library services within the Region. This staff ranged from one full-time equivalent employee

at the Slinger Public Library to 243 full-time employees[4] in the Milwaukee Central Library, excluding building maintenance personnel. Staff organization varied with staff size. Table 10 lists by county the three levels of library-related positions, as well as the maintenance personnel, which were identified in the public libraries in the Region.

Library Services

Libraries in the Region were open to the public for varying periods of time ranging from a minimum of three hours per week at the Darien Public Library in Washington County to a maximum of 77 hours per week at the Gilbert M. Simmons Library in the City of Kenosha (see Figure 5).

The loan period provided for books ranged from two to four weeks. The loan period for other types of circulating library material was approximately one week. Four general types of charging systems were identified, including systems in which the library staff: 1) wrote the patron's name or card number on the card of the material being borrowed, 2) the patron wrote his own name or card number on the card of the material being borrowed, 3) a machine such as "Gaylord" or "Demco" was used to print the patron's number, or 4) the charging information was photographed on microfilm. The first method was the system most often utilized.

Special service programs were also available at the time of the survey at several of the libraries. These included children's story hours, adult education programs, information services, programs and services for the physically handicapped and the aged, and services for professional and technical groups.

Library Stock

At the time of the survey, a total of 3,492,779 books (see Table 11) were housed in the 65[5] public library facilities in the Region, ranging from the minimum stock of 2,017 volumes at the Waterford Public Library to the

[4] *The number of full-time employees includes the full-time equivalent of part-time personnel, which is determined by the total number of hours worked in part-time positions divided by the number of hours comprising a work week in a corresponding full-time position.*

[5] *The total does not include books contained in the Delafield Public Library, which did not participate in the survey.*

Table 2

NUMBER OF PUBLIC LIBRARY USERS IN THE REGION BY LIBRARY FACILITY: APRIL 13-19, 1969

Library	Number of Hours Open Per Week	In-Person Trips								Telephone Calls				Total Users	Estimated 1969 Service Area Population
		Individuals			Individuals in Groups			Subtotal		Materials Renewal	Reference Requests	General Information Requests	Subtotal		
		Adult	Juvenile	Total	Adult	Juvenile	Total	Adult	Juvenile						
KENOSHA COUNTY	51 1/2[a]	3,800	1,783	5,583	37	2,380	2,417	3,837	4,163	44	146	147	337	8,337	116,200
Gilbert M. Simmons	77	2,192	71	2,263	0	0	0	2,192	71	0	115	53	168	2,431	77,700
Boys and Girls	50 1/2	159	328	487	0	0	0	159	328	17	16	10	43	530	...
Roosevelt Road	51 1/2	518	438	956	7	7	14	525	445	5	10	18	33	1,003	...
Washington	51 1/2	495	454	949	0	153	153	495	607	20	2	59	81	1,183	...
West	51 1/2	349	320	669	0	0	0	349	320	2	3	7	12	681	...
Bookmobile	84[b]	87	172	259	30	[illegible]	2,250	117	2,392	...	...	...	...	2,509	...
MILWAUKEE COUNTY	49[a]	48,919	14,079	62,998	242	[illegible]3	745	49,161	14,582	2,111	4,751	2,623	9,485	73,228	1,052,400
Brown Deer[c]	...	...	...	...	...	...	...	...	...	...	...	...	...	...	12,400
Curtahy	59	1,339	323	1,662	0	0	0	1,339	323	[d]	28	50	78	1,740	21,700
Greendale	13 1/4	134	156	290	0	0	0	134	156	15	3	2	20	310	14,300
Milwaukee--Central	76	14,419	709	15,128	14	25	39	14,433	734	794	3,939	1,364	6,097	21,264	719,800
Atkinson	56	1,039	404	1,443	23	33	56	1,062	437	64	32	104	200	1,699	...
Capitol	56	2,548	675	3,223	0	0	0	2,548	675	254	127	81	462	3,685	...
Center	56	283	658	941	0	0	0	283	658	17	15	36	68	1,009	...
East	56	1,364	555	1,919	20	8	28	1,384	563	53	52	83	188	2,135	...
Finney	56	2,314	712	3,026	25	25	50	2,339	737	124	76	115	315	3,391	...
Forest Home	56	2,137	1,021	3,158	0	5	5	2,137	1,026	89	33	54	176	3,339	...
Lapham	56	279	393	672	0	81	81	279	474	11	4	29	44	797	...
Llewellyn	56	1,768	837	2,605	0	0	0	1,768	837	46	16	32	94	2,699	...
McLenegan	56	283	299	582	0	0	0	283	299	19	11	8	38	620	...
North Milwaukee	56	2,487	971	3,458	0	15	15	2,487	986	106	47	48	201	3,674	...
Oklahoma	56	4,511	1,142	5,653	0	21	21	4,511	1,163	246	49	9	304	5,978	...
Tippecanoe	56	293	173	466	0	188	188	293	361	11	2	22	35	689	...
Bookmobiles and Community Vans	268[e]	713	1,361	2,074	0	0	0	713	1,361	...	...	...	...	2,074	...
"Over 60" Bookmobile	42[e]	294	...	294	0	0	0	294	...	...	...	...	...	294	...
Shorewood	54	1,670	664	2,334	0	0	0	1,670	664	64	21	119	204	2,538	15,600
South Milwaukee	58 1/2	2,368	699	3,067	24	28	52	2,392	727	80	33	42	155	3,274	23,000
Wauwatosa	68	2,583	540	3,123	10	60	70	2,593	600	[d]	29	55	84	3,277	58,500
West Allis Main	69	2,576	356	2,932	102	0	102	2,678	356	[d]	148	96	244	3,278	71,300
East	46	483	339	822	0	0	0	483	339	[d]	27	131	158	980	...
Lincoln	46	964	659	1,623	0	0	0	964	659	[d]	11	61	72	1,695	...
Whitefish Bay	54 1/2	2,070	433	2,503	24	14	38	2,094	447	118	48	82	248	2,789	17,500

Table 2 (Continued)

Library	Number of Hours Open Per Week	In-Person Trips								Telephone Calls				Total Users	Estimated 1969 Service Area Population
		Individuals			Individuals in Groups			Subtotal		Materials Renewal	Reference Requests	General Information Requests	Subtotal		
		Adult	Juvenile	Total	Adult	Juvenile	Total	Adult	Juvenile						
OZAUKEE COUNTY	43[a]	1,766	842	2,608	155	0	155	1,921	842	154	134	49	337	3,100	52,900
Cedarburg	47	702	259	961	0	0	0	702	259	24	31	18	73	1,034	7,400
Grafton	28	161	107	268	0	0	0	161	107	12	6	3	21	289	5,800
Mequon-Thiensville	49	495	262	757	0	0	0	495	262	21	21	20	62	819	14,900
William J. Niederkorn–Port Washington	48	408	214	622	155	0	155	563	214	97	76	8	181	958	1,500
RACINE COUNTY	52[a]	7,599	2,222	9,821	49	130	179	7,648	2,352	3	489	399	891	10,891	167,900
Burlington	60	893	330	1,223	22	70	92	915	400	[d]	16	62	78	1,393	7,300
Racine Main	71 1/2	5,064	505	5,569	20	17	37	5,084	522	[d]	391	239	630	6,236	94,600
Uptown	67 1/2	695	199	894	7	30	37	702	229	[d]	57	41	98	1,029	
Bookmobiles	76[b]	577	799	1,376	0	0	0	577	799					1,376	
County Stations	NA[e]	35	0	35				35	0					35	
Rochester	6	17	12	29	0	0	0	17	12					29	400
Graham–Union Grove	29 1/2	245	230	475	0	0	0	245	230	0	10	53	63	538	2,600
Waterford	23	73	147	220	0	13	13	73	160	3	15	4	22	255	1,900
WALWORTH COUNTY	21[a]	2,232	885	3,117	50	80	130	2,282	965	59	48	93	200	3,447	62,300
Darien	3	5	4	10	0	0	0	6	4					10	800
Elkhorn–Delavan	42	319	214	533	0	25	25	319	239	12	[f]	26	43	601	5,500
East Troy	20	131	57	188	0	0	0	131	57	7	1	4	12	200	1,700
Matheson Memorial–Elkhorn	47	289	173	462	34	0	34	323	173	7	5	21	33	529	4,000
Fontana	10	43	13	56	0	0	0	43	13	NA	NA	NA	NA	56	1,400
Genoa City	16	17	23	40	0	0	0	17	23	0	11	0	11	51	1,100
Lake Geneva	54	633	95	728	0	0	0	633	95	16	18	4	38	766	4,900
Sharon	8	17	13	30	0	0	0	17	13					30	1,200
Walworth	25	85	35	120	8	35	43	93	70	NA	NA	NA	NA	163	1,600
Whitewater	48	497	197	694	8	20	28	505	217	13	3	35	51	773	9,800
Barrett Memorial–Williams Bay	25	195	61	256	0	0	0	195	61	4	5	3	12	268	1,500
WASHINGTON COUNTY	28 1/2[a]	1,625	839	2,464	0	152	152	1,625	991	14	90	128	232	2,848	62,100
Duerrwaechter Memorial–Germantown	28	104	57	161	0	0	0	104	57	9	58	23	90	251	6,300
Hartford	44 1/2	498	178	676	0	0	0	498	178	0	23	17	40	716	6,400
Kewaskum	15	74	201	275	0	152	152	74	353	NA	NA	NA	NA	427	1,900
Slinger	31 1/2	17	31	48	0	0	0	17	31					48	1,000
West Bend	52	932	372	1,304	0	0	0	932	372	5	9	88	102	1,406	16,100
WAUKESHA COUNTY	35[a]	8,032	2,487	10,519	85	155	240	8,117	2,642	230	198	376	804	11,563	224,100
Big Bend	8	22	6	28	0	0	0	22	6	3	4	0	7	35	1,100
Brookfield	52 1/2	1,004	337	1,341	63	0	63	1,067	337	52	23	69	144	1,578	30,900
Butler	21	130	87	217	0	0	0	130	87	1	NA	NA	1	218	2,300
Delafield[h]															3,100
Elm Grove	45 1/2	439	178	617	12	20	32	451	198	21	16	48	85	734	7,000
Hartland	20	173	104	277	0	0	0	173	104	4	1	4	9	286	2,700
Maude Shunk–Menomonee Falls	68	1,662	738	2,400	0	32	32	1,662	770	84	25	80	189	2,621	30,400
Floyd and Jessie McKenzie–Mukwonago	9	61	38	99	0	0	0	61	38	NA	NA	NA	NA	99	2,300
Muskego	24	240	157	397	0	0	0	240	157	15	16	22	53	450	11,300
New Berlin	[c]														25,800
Town Hall–North Lake	22	66	32	98	0	0	0	66	32	9	4	0	13	111	600
Oconomowoc	57	810	170	980	10	71	81	820	241	28	45	30	103	1,164	8,500
Barbara Sanborn–Pewaukee	25	214	85	299	0	0	0	214	85	13	1	8	22	321	3,200
Waukesha	69	3,181	565	3,736	0	32	32	3,181	587	[d]	63	115	178	3,946	39,200
Region		73,973	23,137	97,110	618	3,400	4,018	74,591	26,537	2,615	5,856	3,815	12,286	113,414	1,737,800

[a] This number represents the average for the county.

[b] The total hours are for a three week period (April 13-May 1, 1969) because the survey was conducted for a longer time period to enable the bookmobile unit to make a complete circuit.

[c] This library was not in operation in April 1969.

[d] Renewals not allowed by phone.

[e] Total hours are for a two week period (April 13-26, 1969) because the survey was conducted for a longer time period to enable the mobile units to make a complete circuit.

[f] Total hours are for two units. County stops were surveyed for a second week to enable the unit to make a complete circuit.

[g] NA in this case means that this part of the survey form was not answered.

[h] The Delafield Public Library did not participate in the survey.

Source: SEWRPC.

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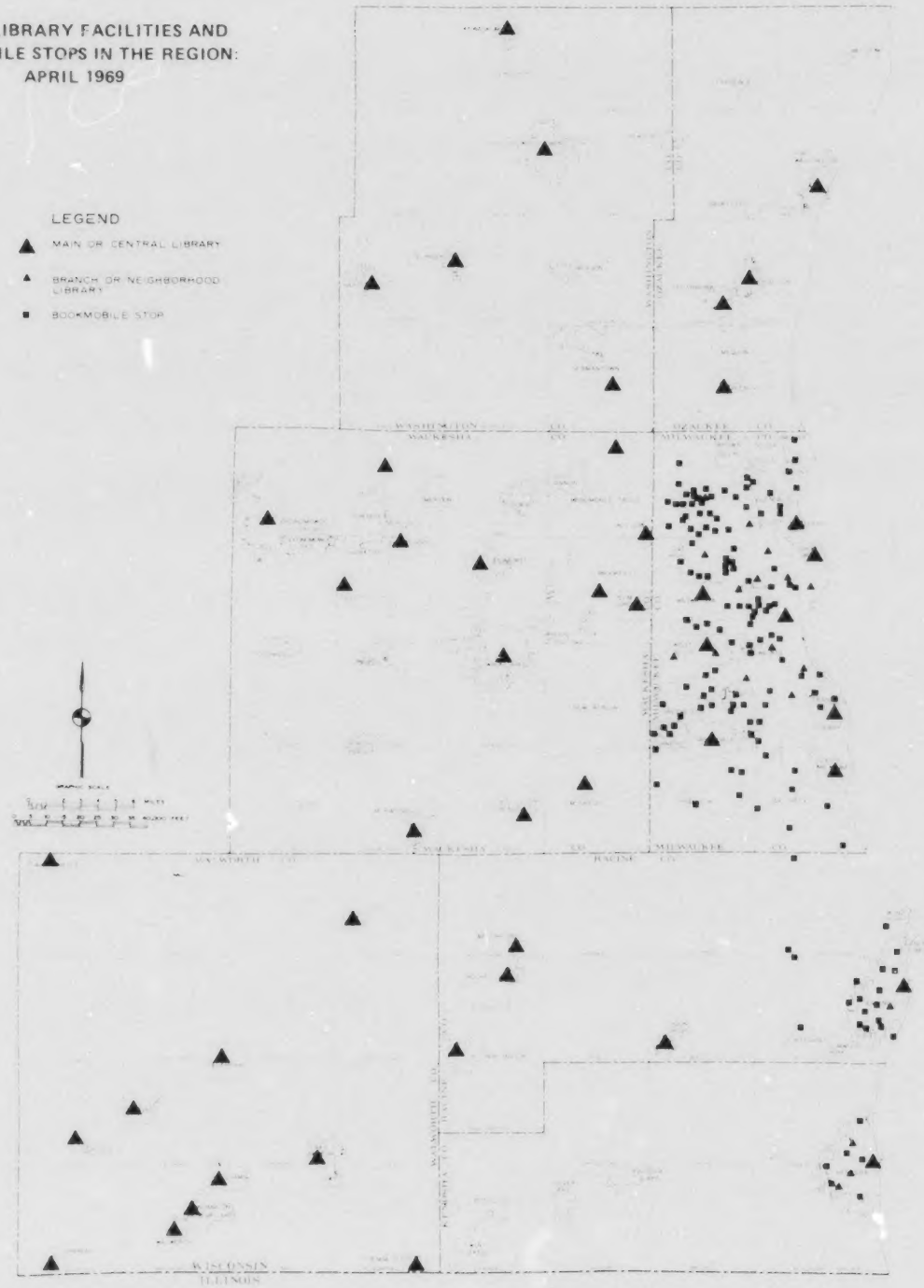
Map 2

PUBLIC LIBRARY FACILITIES AND BOOKMOBILE STOPS IN THE REGION: APRIL 1969



Results of the inventory of the physical locations of the 65 permanent public main and branch libraries in the Region indicated that 64 percent are located in or adjacent to a major commercial center, 27 percent are located in residential areas, and 9 percent are located in or near a civic or cultural center. Of the 65 public libraries operating in the Region in April 1969, 34 percent served the population of Milwaukee County, which represents 60 percent of the population of the Region.

Source: SEWRPC.

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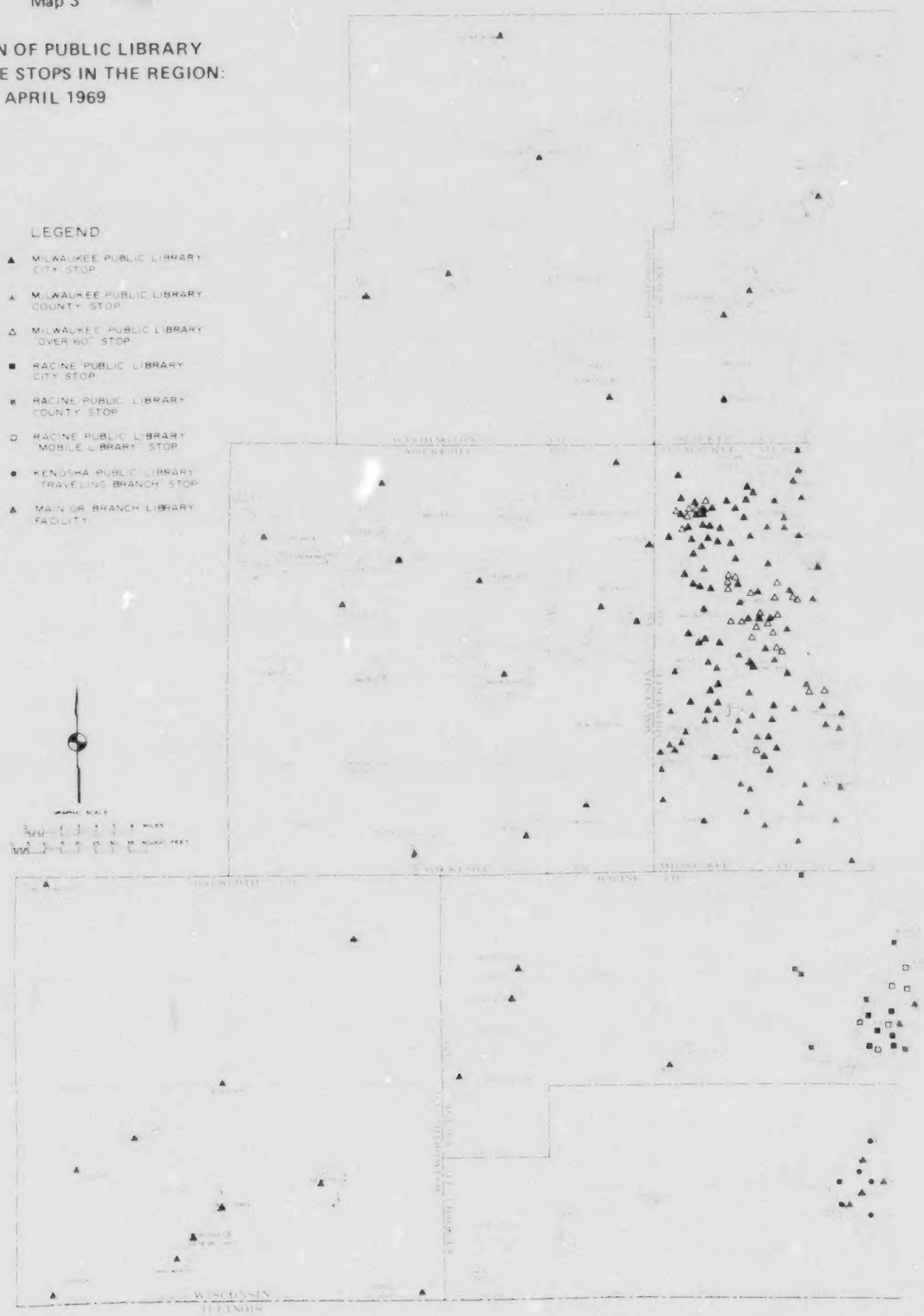
Map 3

LOCATION OF PUBLIC LIBRARY BOOKMOBILE STOPS IN THE REGION: APRIL 1969


LEGEND
MILWAUKEE PUBLIC LIBRARY CITY STOP
MILWAUKEE PUBLIC LIBRARY COUNTY STOP
MILWAUKEE PUBLIC LIBRARY "OVER 60" STOP
RACINE PUBLIC LIBRARY CITY STOP
RACINE PUBLIC LIBRARY COUNTY STOP
RACINE PUBLIC LIBRARY "MOBILE LIBRARY" STOP
KENOSHA PUBLIC LIBRARY "TRAVELING BRANCH" STOP
MAIN OR BRANCH LIBRARY FACILITY
WISCONSIN
ILLINOIS

Bookmobile service has traditionally been instituted in urban areas to provide service to those sections of the community which have limited access to permanent library facilities, which have a population of such a size that a permanent facility cannot be justified, or to serve special groups such as the visually or physically handicapped, the elderly, or the very young who may be unable to travel to permanent facilities.

Source: SEWRPC.

Table 3

AGE, OWNERSHIP, AND PHYSICAL CHARACTERISTICS OF PUBLIC LIBRARY FACILITIES IN KENOSHA COUNTY: 1969

Library	Year Built	Size (Square Feet)	General Location	Original Use	Building Ownership	Reading Room Seats	Meeting Rooms		Parking Spaces Within 300 Feet	Access for Handicapped (Number of Steps)
							Number	Seating Capacity		
Gilbert M. Simmons[a]	1900	6,825	CBD[b] - Park	Library	City	36	0	0	70	12
Boys and Girls Department	1907	5,570	CBD	Church	City	29	1	250	95	6
Roosevelt Branch	1910	3,600	Residential	Store	Private	30	1	40	65	1
Washington Branch	1934	2,630	Commercial	Store	Private	32	1	40	45	0
West Branch	1925	4,670	Residential	Library	City	46	0	0	47	4

[a] *The Gilbert M. Simmons Library is the only public library in Kenosha County and is the main library in the City of Kenosha.*

[b] *CBD is the abbreviation for Central Business District.*

Source: SEWRPC.

Table 4

AGE, OWNERSHIP, AND PHYSICAL CHARACTERISTICS OF PUBLIC LIBRARY FACILITIES IN MILWAUKEE COUNTY: 1969

Library	Year Built	Size (Square Feet)	General Location	Original Use	Building Ownership	Reading Room Seats	Meeting Rooms		Parking Spaces Within 300 Feet	Access for Handicapped (Number of Steps)
							Number	Seating Capacity		
Brown Deer[a]	1959	722	Residential	Church	Church	4	0	0	60	14
Cudahy	1952	6,944	CBD[b]	Library	City	64	0	0	19	1
Greendale	1938	2,800	School	School	School	50	0	0	0	4
Milwaukee-Central	1898	361,494	CBD	Library/-Museum	City	635	4	920	98	11
Atkinson Branch	1961	11,548	Residential	Library	City	136	1	99	19	0
Capitol Branch	1964	12,777	Commercial-Residential	Library	City	131	1	99	20	0
Center Branch	1900	5,658	Commercial	Fire Station	City	100	1	50	12	1
East Branch	1968	14,735	Commercial	Library	City	145	1	99	46	7
Finney Branch	1953	9,086	Residential	Library	City	85	0	0	10	0
Forest Home Branch	1966	13,317	Commercial-Residential	Library	City	125	2	99	70	1
Lapham Branch	1876	4,660	Residential	Fire Station	City	29	3	140	10	1
Llewellyn Branch	1914	6,055	Commercial	Library	City	68	1	60	24	1
McLenegan Branch	1909	572	Commercial	Store	Private	12	0	0	16	0
North Milwaukee Branch	1968	14,275	Commercial-Residential	Library	City	120	1	99	34	0
Oklahoma Branch	1963	12,201	Residential	Library	City	153	1	99	46	0
Tippecanoe Branch	1969	13,814	Residential	Library	City	117	1	99	60	0
Shorewood	1965	11,600	Commercial-Residential	Library	Village	74	1	150	104	Ramp
South Milwaukee	1967	25,678	Residential-Industrial	Library	City	102	1	75	47	4
Wauwatosa	1957	28,000	CBD	Library	City	166	2	100	264	0
West Allis	1914	18,510	Residential	Library	City	113	1	101	25	12
East Branch	1956	2,457	Residential	Library	City	51	0	0	13	0
Lincoln Branch	1964	8,525	Commercial	Library	City	63	1	30	34	0
Whitefish Bay	1955	9,000	Residential	Library	Village	64	1	60	45	0

[a] *The Brown Deer library was placed in operation in September 1969, five months after the user survey was completed.*

[b] *CBD is the abbreviation for Central Business District.*

Source: SEWRPC.

Table 5

AGE, OWNERSHIP, AND PHYSICAL CHARACTERISTICS OF PUBLIC LIBRARY FACILITIES IN OZAUKEE COUNTY: 1969

Library	Year Built	Size (Square Feet)	General Location	Original Use	Building Ownership	Reading Room Seats	Meeting Rooms		Parking Spaces Within 300 Feet	Access for Handicapped (Number of Steps)
							Number	Seating Capacity		
Cedarburg	1908	2,182	Residential	Fire Station	City	33	0	0	26	23
Grafton	1949	832	CBD[a]	Store	Village	12	0	0	28	0
Mequon-Thiensville	1940	1,260	CBD	Store	Private	21	0	0	14	0
William J. Niederkorn–Port Washington	1961	8,621	Residential	Library	City	79	3	165	34	12

[a]*CBD is the abbreviation for Central Business District.*

Source: SEWRPC.

Table 6

AGE, OWNERSHIP, AND PHYSICAL CHARACTERISTICS OF PUBLIC LIBRARY FACILITIES IN RACINE COUNTY: 1969

Library	Year Built	Size (Square Feet)	General Location	Original Use	Building Ownership	Reading Room Seats	Meeting Rooms		Parking Spaces Within 300 Feet	Access for Handicapped (Number of Steps)
							Number	Seating Capacity		
Burlington	1917	9,773	CBD[a]	Post Office	City	64	1	80	52	6
Racine–Main	1958	34,010	CBD	Library	City	191	2	115	65	0
Uptown Branch	1914	2,450	CBD	Library	City	48	0	0	20	15
Rochester	1910	456	Residential	House	Village	15	0	0	20	4
Graham-Union Grove	1958	3,600	CBD	Library	Village	32	0	0	32	0
Waterford	1967	2,106	Civic Center	Library	Village	33	0	0	56	5

[a]*CBD is the abbreviation for Central Business District.*

Source: SEWRPC.

Table 7

AGE, OWNERSHIP, AND PHYSICAL CHARACTERISTICS OF PUBLIC LIBRARY FACILITIES IN WALWORTH COUNTY: 1969

Library	Year Built	Size (Square Feet)	General Location	Original Use	Building Ownership	Reading Room Seats	Meeting Rooms		Parking Spaces Within 300 Feet	Access for Handicapped (Number of Steps)
							Number	Seating Capacity		
Darien	1910	1,024	CBD[a]	House	Woman's Club	15	0	0	40	3
Aram–Delavan	1906	3,720	CBD	Library	City	46	0	0	170	13
East Troy	1853	2,070	Residential	House	Village	27	0	0	70	5
Matheson Memorial–Elkhorn	1931	5,203	CBD	Library	City	46	2	150	48	8
Fontana	1931	1,100	Residential	Fire Station	Village	11	0	0	8	0
Genoa City	1932	638	CBD	Village Hall	Village	12	0	0	40	0
Lake Geneva	1955	13,702	Park	Library	City	104	1	75	90	0
Sharon	1927	858	Park	Library	Woman's Club	15	0	0	70	1
Walworth	1957	4,562	CBD	Library	Village	42	2	65	50	0
Whitewater	1904	5,351	Residential	Library	Memorial Building Board	49	1	50	26	10
Barrett Memorial–Williams Bay	1963	3,768	Residential	Library	Village	32	1	100	40	1

[a]*CBD is the abbreviation for Central Business District.*

Source: SEWRPC.

Table 8

AGE, OWNERSHIP, AND PHYSICAL CHARACTERISTICS OF PUBLIC LIBRARY FACILITIES IN WASHINGTON COUNTY: 1969

Library	Year Built	Size (Square Feet)	General Location	Original Use	Building Ownership	Reading Room Seats	Meeting Rooms		Parking Spaces Within 300 Feet	Access for Handicapped (Number of Steps)
							Number	Seating Capacity		
Duerrwaechter Memorial–Germantown	1963	1,532	Park	Library	Village	20	0	0	25	0
Hartford	1932	3,764	CBD[a]	Library	City	56	0	0	81	5
Kewaskum	1950	1,452	Residential	Library	Village	32	0	0	30	0
Slinger	1890	472	Residential	Village Office	Village	14	0	0	15	6
West Bend	1969	21,591	Residential	Library	City	100	1	100	80	0

[a]CBD is the abbreviation for Central Business District.

Source: SEWRPC.

Table 9

AGE, OWNERSHIP, AND PHYSICAL CHARACTERISTICS OF PUBLIC LIBRARY FACILITIES IN WAUKESHA COUNTY: 1969

Library	Year Built	Size (Square Feet)	General Location	Original Use	Building Ownership	Reading Room Seats	Meeting Rooms		Parking Spaces Within 300 Feet	Access for Handicapped (Number of Steps)
							Number	Seating Capacity		
Big Bend	1969	1,043	Residential	Library	Village	12	0	0	15	0
Brookfield	1958	3,000	Civic Center	City Offices	City	30	0	0	45	0
Butler	1940	1,874	CBD[b]	Village Offices	Village	24	0	0	40	0
Delafield	1952	3,180	Residential	Church	City	30	1	30	32	4
Elm Grove	1961	1,140	Civic Center	Library	Village	23	0	0	30	0
Hartland	1932	1,631	CBD	Village Offices	Village	28	0	0	12	4
Maude Shunk–Menomonee Falls	1967	16,000	Civic Center	Library	Village	114	0	0	100	3
Floyd and Jessie McKenzie–Mukwonago	1918	2,385	Residential	House	Village	14	0	0	30	5
Muskego	1927	1,400	Residential	Town Hall	City	24	0	0	25	6
New Berlin[a]	1969	8,325	Residential	Library	City	81	2	240	25	0
Town Hall–North Lake	1860	1,440	Rural Residential	Town Hall	Town	30	0	0	14	4
Oconomowoc	1849	10,259	CBD	Store	City	129	1	69	15	0
Barbara Sanborn–Pewaukee	1910	2,569	Residential	Church	Village	50	0	0	20	8
Waukesha	1903	20,000	Park	Library	City	148	1	140	168	0

[a]The New Berlin Library was placed in operation in June 1969, two months after the user survey was conducted.

[b]CBD is the abbreviation for Central Business District.

Source: SEWRPC.

maximum stock of 1,988,954 volumes[6] in the Milwaukee Public Library. In addition to books, other materials such as periodicals, magazines, and newspapers; microform;[7] audio tapes and phonograph records; films, filmstrips, and slides; pamphlets and picture file materials; and framed art reproductions were housed in the libraries. Three of the public libraries in the Region were found to have subject specialties in their collections, including collections in science and technology, art and music, religion, local, regional, and marine history, government documents and patents, atomic energy, and geologic maps in the Milwaukee Public Library; a collection in the area of business in the Wauwatosa Public Library; and a collection on the psychology and teaching of the deaf in the Aram Public Library in Delavan.

[6]*This number includes book volumes in all City of Milwaukee library facilities.*

[7]*Microform includes all forms of miniaturization of data, including microfilm and microprint.*

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Table 10

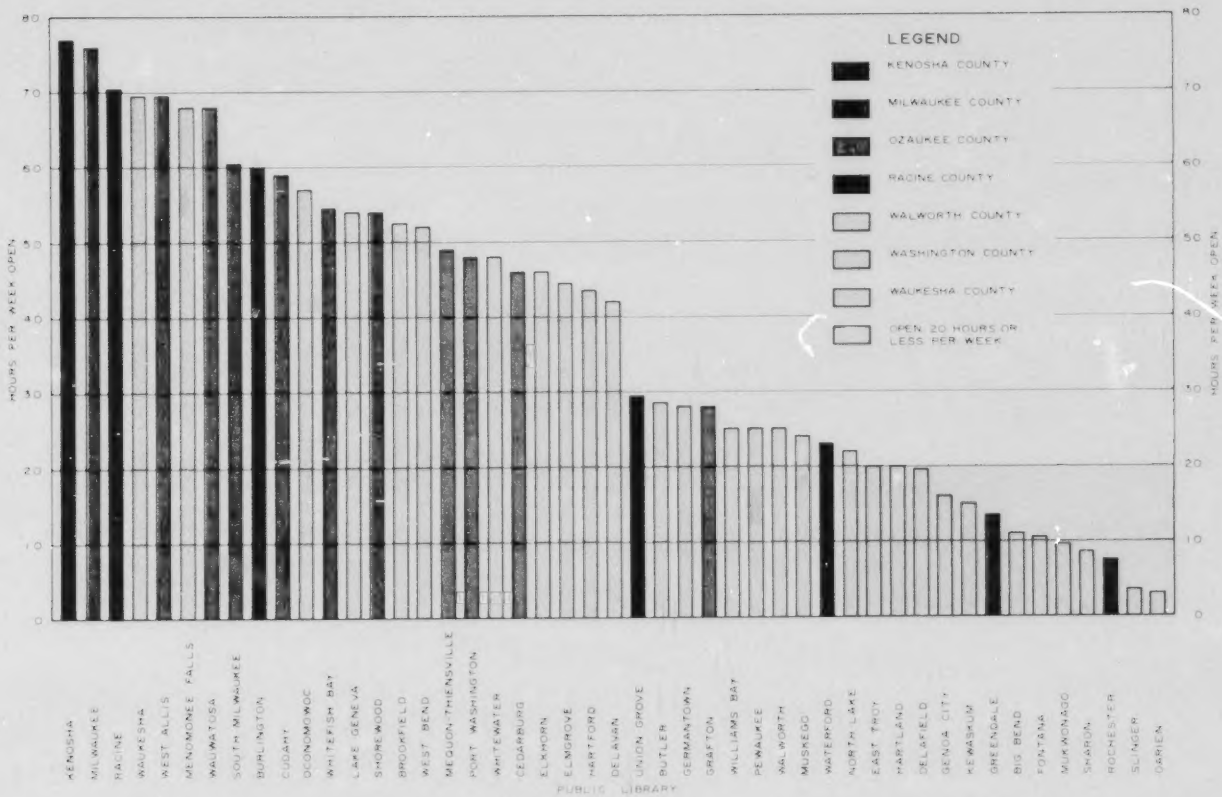
PUBLIC LIBRARY PERSONNEL IN THE REGION BY COUNTY: 1969

County	Total Personnel	Professional Librarians		Clerks		Pages		Maintenance Personnel	
		Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Kenosha . . .	48	15	31.2	23	47.9	4	8.3	6	12.5
Milwaukee . . .	540	184	34.1	119	22.0	145	26.8	92	17.1
Ozaukee . . .	16	7	43.8	7	43.8	1	6.2	1	6.2
Racine . . .	62	17	27.4	28	45.2	12	19.4	5	8.0
Walworth . . .	32	22	68.8	5	15.6	1	1.6	4	12.5
Washington . . .	18	7	38.9	7	38.9	3	16.7	1	5.5
Waukesha . . .	66	35	53.0	19	28.8	10	15.2	2	3.0
Region	782	287	36.7	208	26.6	176	22.5	111	14.2

Source: SEWRPC.

Figure 5

NUMBER OF HOURS PER WEEK DURING WHICH PUBLIC LIBRARIES IN THE REGION WERE OPEN: JANUARY 1969



Source: SEWRPC.

Table 11

MATERIAL STOCK IN PUBLIC LIBRARIES IN THE REGION BY COUNTY: APRIL 1969

County	Books		Periodicals, Magazines		Newspapers		Microform		Audio Tapes, Phonograph Records	
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total
Kenosha	177,619	5.1	488	5.0	31	7.9	17	0.0	5,569	9.5
Milwaukee	2,391,914	68.3	6,391	65.4	195	49.9	302,449	99.7	37,544	64.1
Ozaukee	59,849	1.7	231	2.4	16	4.1	0	0.0	270	0.5
Racine	376,466	10.7	678	6.9	37	9.5	38	0.0	6,971	11.9
Walworth	124,988	3.6	511	5.2	31	7.9	308	0.1	1,824	3.1
Washington	77,342	2.2	260	2.7	17	4.3	88	0.1	1,025	1.7
Waukesha	296,066	8.4	1,213	12.7	64	16.4	556	0.1	5,395	9.2
Region	3,504,244[a]	100.0	9,772	100.0	391	100.0	303,456	100.0	58,598	100.0

County	Films, Filmstrips, Slides		Pamphlet and Picture File Material		Sheet Music, Musical Scores		Framed Art Pictures		Other Materials
	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	
Kenosha	80	3.0	2,133	35.2	0	--	0	--	118 Maps
Milwaukee	708	26.5	2,993	49.4	0	--	111	54.4	410,317 Documents 89,504 Posters, Maps 30,057 Blind Services
Ozaukee	32	1.2	38	0.7	0	--	0	--	0
Racine	1,853	69.2	385	6.3	108	100.0	0	--	0
Walworth	1	0.0	167	2.7	0	--	0	--	0
Washington	0	0.0	62	1.0	0	--	0	--	0
Waukesha	3	0.1	284	4.7	0	--	93	45.6	0
Region	2,677	100.0	6,062	100.0	108	100.0	204	100.0	--

[a] *Includes 3,492,779 book volumes recorded in the 65 public libraries in April 1969, plus 8,459 books at the New Berlin Library in Waukesha County and 3,006 books at the Brown Deer Library in Milwaukee County, both of which opened in 1969 after the user surveys were completed.*

Source: SEWRPC.

About 70 percent of the total book stock in the public libraries in the Region is contained in the collections of the eight main public libraries in Milwaukee County. Racine County ranks second to Milwaukee County, with 11 percent of the total book stock of the public libraries in the Region housed in the five public libraries located in Racine County.

Although the use of microform increased sharply in several counties in the Region from 1966 to 1969, Ozaukee County was the only county with no microform material in its libraries at the time of the surveys. From 1966 to 1969, the number of titles on microform in Milwaukee County libraries increased from 32 to 302,449; and in the Waukesha County public libraries, the increase was from 1 to 556. The public library in the City of Racine was the only library in the Region to report sheet music and musical scores in its collection at the time of the survey. The Milwaukee and Wauwatosa Public Libraries in Milwaukee County and the Waukesha, Muskego, and Pewaukee Public Libraries in Waukesha County were the only libraries in the Region to report framed art pictures in their collections. The only libraries to report audio tapes were the main library of the Kenosha Public Library in Kenosha County and the main library of the Racine Public Library in Racine County.

Library Users

Information collected on the types of trips made by library users showed that of the 113,414 recorded library users during the survey week, 101,128, or about 89 percent, made a personal visit to the library, while 12,286, or about 11 percent, used the telephone to satisfy their library needs. About 60 percent of the trips made to public libraries in the Region during the survey week were made by private car, 32 percent were made on foot, and 8 percent were made by bus, bicycle, or a vehicle other than the private car (see Table 12).

Table 12

MODE OF TRANSPORTATION OF PUBLIC LIBRARY USERS IN THE REGION BY COUNTY: APRIL 1969

County	Estimated 1969 Population	Total Library Users[a]		Mode of Travel							
				Automobile		Bus		Walking		Other[b]	
		Number	Percent of Estimated Population	Number	Percent of Total Users	Number	Percent of Total Users	Number	Percent of Total Users	Number	Percent of Total Users
Kenosha	116,200	3,685	3.2	2,362	64.1	11	0.3	1,172	31.8	140	3.8
Milwaukee	1,052,400	36,328	3.4	19,835	54.6	2,434	6.7	12,787	35.2	1,272	3.5
Ozaukee	52,900	1,505	2.8	1,014	67.4	5	0.3	385	25.6	101	6.7
Racine	167,900	5,235	3.1	3,806	72.7	178	3.4	1,136	21.7	115	2.2
Walworth	62,300	2,497	4.0	1,458	58.4	18	0.7	879	35.2	142	5.7
Washington	62,100	1,973	3.2	1,053	53.4	4	0.2	817	41.4	99	5.0
Waukesha	224,000	8,375	3.7	6,214	74.2	67	0.8	1,776	21.2	318	3.8
Region	1,737,800	59,598	3.4	35,742	59.9	2,717	4.6	18,952	31.8	2,187	3.7

[a] *Includes adults (13 years of age and older) and juveniles (1-12 years of age) who responded to the survey questionnaire regarding mode of transportation.*

[b] *Other modes of transportation include bicycles, motor bikes, and motorcycles.*

Source: SEWRPC.

Adults asked to rate library facilities and services generally found them to be adequate. Two major areas of user dissatisfaction were with materials not in the library's collection or with materials that had been checked out and were not readily available. The most frequently cited origin-destination travel pattern of adults and juveniles was home to the library and return to home, followed by home to the library to school and home to the library to other.

Library Use

Of the 39,231 adult library users[8] surveyed about frequency of use, 36,588, or 93 percent, indicated that they used the public library just once during the week of the survey. An additional 5 percent used the library twice during the week, and the remaining approximately 2 percent used the library three or more times during the survey week (see Table 13). The surveys indicated that, as shown in Table 14, about 41 percent of the total library users were 13 to 24 years of age, with the secondary school age group, 15 through 19 years of age, comprising 24 percent of this total. A total of 50 percent of the adults used the libraries for school assignments, 28 percent to further personal knowledge, and 26 percent for pleasure reading or listening enjoyment (see Table 15).

Library Service Areas

By using the Commission's geographic coding files to plot the user's home address by U. S. Public Land Survey quarter section, primary and secondary library service areas[9,10] were delineated for each library in the Region (see Map 4). Evaluation of the service area data indicates that 81 percent of the resident population of the Region lives within a primary service area of at least one library. This compares to 91 percent living within a legal service area of a library as delineated on Map 5, or having access to one or more public libraries through contract services.

As shown on Map 4, the primary service areas closely correspond to the boundaries of the civil divisions which contain each individual library. A comparison of the maps delineating the primary and legal service areas indicates that the primary service area is smaller than the total legal service area for libraries that contract with other libraries for services.

The legal service areas of the libraries in the Region shown on Map 5 are comprised of the county, city, village, or town for which a public library has a legal contract agree-

[8] *For purposes of this report, adult users are persons 13 years of age or older.*

[9] *A primary service area was defined for the purposes of the study as a geographic area comprised of three or more contiguous U. S. Public Land Survey quarter sections, each of which contains the addresses of five or more persons who used the library during the library user survey week.*

[10] *A secondary service area was defined for the purposes of the study as a geographic area comprised of one or more U. S. Public Land Survey quarter sections, each of which contains the address of at least one person who used the library during the library user survey week.*

Table 13

FREQUENCY OF ADULT USE OF PUBLIC LIBRARIES IN THE REGION BY COUNTY: APRIL 1969

County	Estimated 1969 Population	Total Adult Users[a]		Frequency of Use During Survey Week									
				Once		Twice		Three Times		Four Times		Five or More Times	
		Number	Percent of Estimated Population	Number	Percent of Total Adult Users	Number	Percent of Total Adult Users	Number	Percent of Total Adult Users	Number	Percent of Total Adult Users	Number	Percent of Total Adult Users
Kenosha	116,200	2,153	1.8	2,000	92.9	127	5.9	11	0.5	9	0.4	6	0.3
Milwaukee	1,052,400	24,008	2.3	22,376	93.2	1,200	5.0	240	1.0	72	0.3	120	0.5
Ozaukee	52,900	975	1.8	965	98.9	8	0.8	2	0.2	--	--	--	--
Racine	167,900	3,834	2.3	3,642	95.0	161	4.2	23	0.6	4	0.1	4	0.1
Walworth	62,300	1,562	2.5	1,453	93.0	87	5.6	17	1.1	3	0.2	2	0.1
Washington	62,100	1,172	1.9	1,100	93.8	62	5.3	7	0.6	1	0.1	2	0.2
Waukesha	224,000	5,527	2.5	5,052	91.4	370	6.7	72	1.3	22	0.4	11	0.2
Region	1,737,800	39,231	2.3	36,588	93.4	2,015	5.2	372	0.9	111	0.3	145	0.2

[a] *Adult users are classified as those persons 13 years of age and older.*

Source: SEWRPC

Table 14

SELECTED CHARACTERISTICS OF IN-PERSON USERS OF PUBLIC LIBRARIES IN THE REGION BY COUNTY: APRIL 1969

County	In-Person Users[a]			Characteristics of Users														
				Age					Sex			Education Level Completed (Adults Only)						
	Adult[b]	Juvenile	Total	1-12	13-24	25-64	65 and Over	Total Answering Question[c]	Female	Male	Total Answering Question[c]	Grades 1-8	Grades 9-11	High School Diploma	Some College or Technical Training	4-Year Degree	Graduate Work	Total Answering Question[c]
Kenosha																		
Number	3,837	4,163	8,000	1,343	1,263	1,020	55	3,681	2,325	1,366	3,691	225	751	526	563	137	118	2,320
Percent	48.0	52.0	100.0	36.5	34.3	27.7	1.5	100.0	63.0	37.0	100.0	9.7	32.4	22.7	24.3	5.9	5.1	100.0
Milwaukee																		
Number	49,161	14,582	63,743	10,435	15,505	9,994	808	36,742	20,708	16,009	36,717	3,961	8,000	4,040	6,112	2,125	1,993	26,231
Percent	77.0	23.0	100.0	28.4	42.2	27.2	2.2	100.0	56.4	43.6	100.0	15.1	30.5	15.4	23.3	8.1	7.6	100.0
Ozaukee																		
Number	1,921	842	2,763	583	480	484	24	1,571	1,089	526	1,615	205	234	173	207	110	55	990
Percent	69.0	31.0	100.0	37.1	30.6	30.8	1.5	100.0	67.4	32.6	100.0	20.7	23.6	18.1	20.9	11.1	5.6	100.0
Racine																		
Number	7,648	2,352	10,000	1,244	2,265	1,665	144	5,318	2,950	2,366	5,316	466	1,277	746	896	357	312	4,054
Percent	76.5	23.5	100.0	23.4	42.6	31.3	2.7	100.0	55.5	44.5	100.0	11.5	31.5	18.4	22.1	8.8	7.7	100.0
Walworth																		
Number	2,282	965	3,247	760	922	691	94	2,467	1,665	846	2,511	282	486	253	392	150	143	1,706
Percent	70.0	30.0	100.0	30.8	37.4	28.0	3.8	100.0	66.3	33.7	100.0	16.5	28.5	14.8	23.0	8.8	8.4	100.0
Washington																		
Number	1,625	991	2,516	754	752	504	22	2,032	1,232	743	1,975	362	314	247	200	80	70	1,273
Percent	37.9	62.1	100.0	37.7	37.0	24.8	1.1	100.0	62.4	37.6	100.0	28.4	24.7	19.4	15.7	6.3	5.5	100.0
Waukesha																		
Number	8,117	2,642	10,759	2,313	3,317	2,667	143	8,440	5,296	3,205	8,501	877	1,938	1,012	1,276	582	448	6,133
Percent	75.4	24.6	100.0	27.4	39.3	31.6	1.7	100.0	62.3	37.7	100.0	14.3	31.6	16.5	20.8	9.5	7.3	100.0
Region																		
Number	74,591	26,537	101,128	17,432	24,504	17,025	1,290	60,251	35,265	25,061	60,326	6,378	13,000	7,003	9,646	3,541	3,139	42,707
Percent	73.8	26.2	100.0	28.9	40.7	28.3	2.1	100.0	58.5	41.5	100.0	15.0	30.4	16.4	22.6	8.3	7.3	100.0

Table 14 (continued)

County	Characteristics of Users										
	Principal Occupation (Adults Only)						Level of Family Income (Adults Only)				
	Household[d]	Student	Professional Technical Managers	Retired	All Others[e]	Total Answering Question[c]	Less Than $7,000	$7,000 to $9,999	$10,000 to $14,999	$15,000 and Over	Total Answering Question[c]
Kenosha											
Number	595	1,150	202	45	254	2,246	471	596	607	273	1,947
Percent	26.5	51.2	9.0	2.0	11.3	100.0	24.2	30.6	31.2	14.0	100.0
Milwaukee											
Number	4,695	14,341	2,899	641	3,079	25,655	3,934	5,922	6,979	4,314	21,149
Percent	18.3	55.9	11.3	2.5	12.0	100.0	18.6	28.0	33.0	20.4	100.0
Ozaukee											
Number	358	464	80	10	65	977	69	175	280	199	723
Percent	36.6	47.5	8.2	1.0	6.7	100.0	9.5	24.2	38.8	27.5	100.0
Racine											
Number	758	2,020	525	110	533	3,946	696	885	1,127	607	3,315
Percent	19.2	51.2	13.3	2.8	13.5	100.0	21.0	26.7	34.0	18.3	100.0
Walworth											
Number	440	837	170	75	145	1,667	332	345	355	228	1,260
Percent	26.4	50.2	10.2	4.5	8.7	100.0	26.3	27.4	28.2	18.1	100.0
Washington											
Number	300	684	112	20	128	1,244	193	223	302	159	877
Percent	24.1	55.0	7.3	1.6	10.3	100.0	22.0	25.4	34.5	18.1	100.0
Waukesha											
Number	1,674	3,108	614	90	536	6,022	546	1,029	1,892	1,410	4,877
Percent	27.8	51.6	10.2	1.5	8.9	100.0	11.2	21.1	38.8	28.9	100.0
Region											
Number	8,820	22,604	4,602	991	4,740	41,757	6,241	9,175	11,542	7,190	34,148
Percent	21.1	54.2	11.0	2.4	11.3	100.0	18.3	26.9	33.8	21.0	100.0

[a] *In person users of libraries are those who personally visited the library and were recorded during the survey week of April 13-19, 1969.*

[b] *For the purposes of the library user surveys, adult users were considered to be those persons 13 years of age or older.*

[c] *Not all persons recorded as visiting the libraries in the Region during the survey week agreed to complete the survey forms or to be interviewed, and all questions were not necessarily completed by each person interviewed.*

[d] *Includes employment in the home, or a housewife with or without a secondary job or vocation.*

[e] *Includes craftsmen, operatives, and kindred workers, farmers and farm laborers, clerical, sales, and service workers, and unemployed persons.*

Source: SEWRPC.

ment to provide library services. Approximately 97 percent of the municipalities in the Region have legal access to library service with either a public library which the municipality maintains and/or through contracts with other municipalities for public library service. As indicated on Map 5, residents of five municipalities were without legal access to a public library in 1969, including the Village and Town of Fredonia in Ozaukee County, the Towns of Erin and Jackson in Washington County, and the Town of Salem in Kenosha County.

Interlibrary Cooperation

At the time of the library inventory, the Walworth County Library Service, a federated system with headquarters at the Lake Geneva Public Library, was the only county library system operating in the Region. The Milwaukee,[11] Racine, and Kenosha Public Libraries operated city systems which contracted with other communities in their counties. Wauwatosa and West Allis operated

[11] *The Milwaukee Public Library does not contract individually with other communities in its county. The contract is between the City of Milwaukee, represented by the Library Board of Trustees, and the County of Milwaukee. Since the contract is countywide, each municipality in the county, whether or not it has a public library, can choose whether it wishes to participate. The county bills the municipalities based on their use of the library services, with the monies collected for these services going to the City of Milwaukee. In addition, the county contracts with the City of Milwaukee Public Library for reference services to the residents of the county using the library. Brookfield and Elm Grove in Waukesha County also have separate contracts with the Milwaukee Public Library.*

city systems which contracted for service to two adjacent communities. Some interlibrary cooperation was apparent in the areas of book processing and purchasing, bulk loans, personnel sharing, reference service, reciprocal borrowing agreements, training programs, and regular meetings with other library personnel, generally through legal contract arrangements with Milwaukee County.

Library Boards

It was found that 63 library boards, or 97 percent of the 65 library boards in the Region, were legally established under the Wisconsin State Statutes. The library boards are appointed by their respective local units of government and, in general, meet each month to set library policy. In most cases, the library board and the librarian present the proposed library budget to the governing officials. The Greendale Public Library in the Village of Greendale, Milwaukee County; and the Rochester Public Library in the Village of Rochester, Racine County, were identified in 1969 as not fully meeting the requirements of the Wisconsin State Statutes to be considered legally established public libraries.

EXISTING PUBLIC LIBRARIES

Kenosha County

Kenosha County is the only county in the Region to have all of its public library facilities concentrated in one community. The citywide library operated by the City of Kenosha is the only public library in the county. The city public library serves essentially the eastern half of the county, and provides services to the City of Kenosha and services on a contractual basis to the Towns of Bristol, Paris, Pleasant Prairie, and Somers. The majority of communities in the western portion of the county have contracted with either the City of Burlington or the Village of Union Grove in Racine County, or with the City of Lake Geneva in Walworth County, for library services. There are no permanent library facilities in the western two-thirds of Kenosha County, and the Town of Salem located in this area had no contractual agreements for library services of any kind in 1969 (see Map 5).

The Kenosha Library Board, which is legally established under the Wisconsin State Statutes and whose members are appointed by the city's municipal body, meets monthly and sets library policy. The library board does not contract with other libraries, nor does it provide such services as cooperative book purchasing and processing, shared personnel, or reciprocal borrowing with other libraries.

In 1969, the five communities which the library served had an estimated population of 112,000 persons, or approximately 95 percent of the total resident population of the county of 116,200. The legal service area of the library included the City of Kenosha and the Towns of Somers, Pleasant Prairie, Paris, and Bristol. The primary

Table 15

PUBLIC LIBRARY USE IN THE REGION BY COUNTY: APRIL 1969

County	In Person Users[a]			Specific Library Use							
	Adult[b]	Juvenile	Total	Borrowed Material	Returned Material	Came With Other Person	Attended Special Function	Studied With Own Material	Used Library Materials	Assisted By Staff	Total Answering Question[c]
Kenosha											
Number	3,837	4,163	8,000	1,900	1,448	586	338	141	794	186	3,712
Percent	48.0	52.0	100.0	51.2	39.0	15.8	9.1	3.8	21.4	5.0	100.0
Milwaukee											
Number	49,161	14,582	63,743	18,565	13,160	6,672	1,105	2,506	9,436	2,396	36,863
Percent	77.0	23.0	100.0	50.4	35.7	18.1	3.0	6.8	25.6	6.5	100.0
Ozaukee											
Number	1,921	842	2,763	889	665	273	192	42	312	71	1,617
Percent	69.0	31.0	100.0	55.0	41.1	16.9	11.9	2.6	19.3	4.4	100.0
Racine											
Number	7,648	2,352	10,000	2,571	1,510	875	368	427	1,643	395	5,335
Percent	76.5	23.5	100.0	48.2	28.3	16.4	6.9	8.0	30.8	7.4	100.0
Walworth											
Number	2,782	965	3,247	1,381	476	162	103	59	315	104	2,506
Percent	70.0	30.0	100.0	55.1	34.5	11.7	7.5	4.3	22.8	7.5	100.0
Washington											
Number	1,625	991	2,616	1,091	734	379	74	115	558	100	2,050
Percent	62.1	37.9	100.0	53.2	35.8	18.5	3.6	5.6	27.2	4.9	100.0
Waukesha											
Number	8,117	2,642	10,759	4,797	3,277	1,384	255	458	1,919	467	8,490
Percent	75.4	24.6	100.0	56.5	38.6	16.3	3.0	5.4	22.6	5.5	100.0
Region											
Number	74,591	26,537	101,128	31,194	21,270	10,331	2,435	3,748	14,977	3,719	60,573
Percent	73.8	26.2	100.0	51.5	35.1	17.0	4.0	6.2	24.7	6.1	100.0

Table 15 (continued)

County	Purpose of Adult[a] Library Use								Library User Satisfaction				Reason for Dissatisfaction (by Adults[b])				
	Work	School	Personal Knowledge	Hobby	Pleasure	Monitor News	Other	Total Answering Question[c]	Satisfied	Partially Satisfied	Unsatisfied	Total Answering Question[c]	Material Checked Out	Material or Information Not Available	Material Outdated	Other	Total Answering Question[c]
Kenosha																	
Number	105	452	274	87	255	74	45	932	1,432	387	229	2,048	116	113	34	67	268
Percent	11.3	48.5	29.4	9.3	27.4	7.9	4.8	100.0	69.9	18.9	11.2	100.0	43.3	42.7	12.7	25.1	100.0
Milwaukee																	
Number	1,489	5,810	3,204	1,083	2,651	643	666	11,282	13,237	4,332	2,396	19,965	1,508	1,303	386	835	3,299
Percent	13.2	51.5	28.4	9.6	23.5	5.7	5.9	100.0	66.3	21.7	12.0	100.0	45.7	39.5	11.7	25.3	100.0
Ozaukee																	
Number	29	169	72	32	127	15	21	334	495	157	77	729	34	44	6	18	90
Percent	8.7	50.6	21.6	9.6	38.0	4.5	6.3	100.0	67.9	21.5	10.6	100.0	37.8	48.9	6.3	19.7	100.0
Racine																	
Number	276	936	608	200	524	136	110	2,000	2,052	612	293	2,967	267	214	84	137	552
Percent	13.8	46.8	30.4	10.0	26.2	6.8	5.5	100.0	69.5	20.6	9.9	100.0	48.7	38.8	15.2	24.8	100.0
Walworth																	
Number	6	329	165	54	240	53	38	717	993	226	145	1,364	46	95	21	50	188
Percent	8.6	45.9	23.0	7.5	33.5	7.4	5.3	100.0	72.8	16.6	10.6	100.0	24.5	50.5	11.2	26.6	100.0
Washington																	
Number	59	246	138	629	203	41	23	552	847	236	117	1,200	53	72	16	33	139
Percent	10.7	44.4	25.0	11.4	36.8	7.4	4.2	100.0	70.6	19.7	9.8	100.0	38.1	51.8	11.5	23.7	100.0
Waukesha																	
Number	277	1,317	680	259	768	140	150	2,587	3,058	956	496	4,510	375	331	82	182	780
Percent	10.7	50.9	26.3	10.0	29.7	5.4	5.8	100.0	67.8	21.2	11.0	100.0	48.1	42.4	10.5	23.3	100.0
Region																	
Number	2,241	9,258	5,141	2,315	4,768	1,102	1,090	18,404	22,124	6,906	3,753	32,783	2,399	2,102	629	1,322	5,316
Percent	12.2	50.3	27.9	12.5	25.9	6.0	5.9	100.0	67.5	21.1	11.4	100.0	45.1	41.2	11.8	24.9	100.0

[a] In person users of libraries are those who personally visited the library and were recorded during the survey week of April 13-19, 1969.

[b] For the purposes of the library user survey, adult users were considered to be those persons 13 years of age or older.

[c] Not all persons recorded as visiting the libraries in the Region during the survey week agreed to complete the survey forms or to be interviewed, and all questions were not necessarily completed by each person interviewed.

Source: SEWRPC.

service area for the library is the City of Kenosha, with secondary service areas extending into the adjacent Towns of Somers and Pleasant Prairie (see Map 4). The total estimated population in these three civil divisions was 97,300 persons in 1969, or about 82 percent of the total resident population of the county.

The library employs 15 full-time professional librarians, or about 5 percent of the professional library staff in the Region.

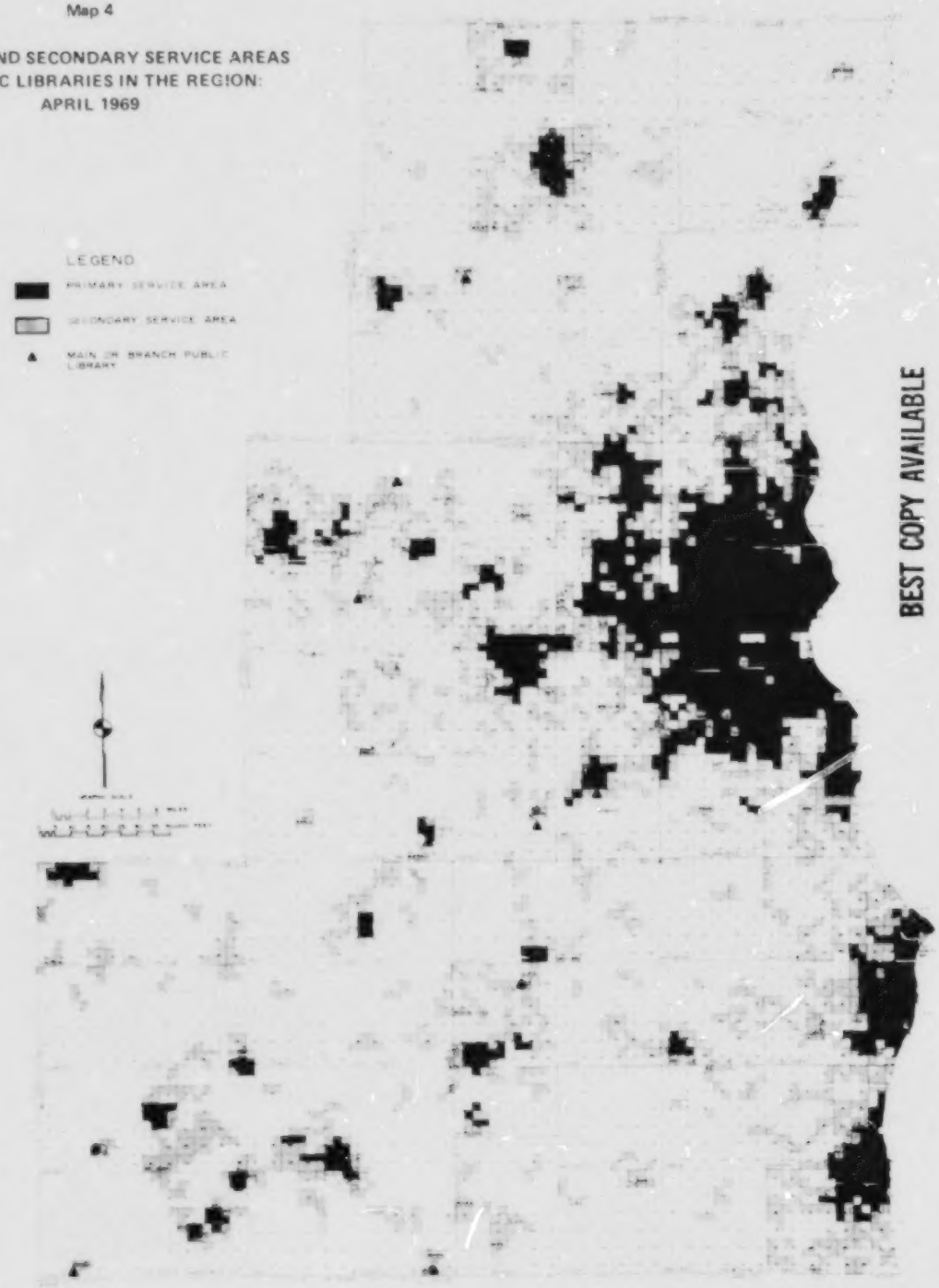
Gilbert M. Simmons Library: The Gilbert M. Simmons Public Library is the main library facility in the city and is housed in two buildings. In addition, three branch libraries and one mobile unit comprise the city library. The number of hours which the library facilities are open to the public ranges from 28 hours at the bookmobile to 77 hours at the main library. The type of charging system used by the library at the time of the survey was a system that printed the patron's library card number by machine onto the card of the material being borrowed.

The two most frequently cited library uses during the survey week at this library were borrowing and returning library materials. A survey of the age, education, and occupations of the Kenosha library users showed that 34 percent were 13 to 24 years of age; the highest educational level reached by the greatest percentage of adult users, 55 percent, was 9th grade through high school; and the two primary occupations listed by users were student, 51 percent, and household, 26 percent, as shown in Table 14. More than two-thirds of the Kenosha library users indicated they were satisfied with the result of their library use. The main reason for dissatisfaction was the unavailability of material or information in the library. The library was designated a city government document depository in 1930 and has a noteworthy local history collection.

The Gilbert M. Simmons Library is the main library and the oldest library facility in the city. The library is also housed in one of the oldest library structures in the Region, having been built and occupied in 1900. It is located in a four-block park area near the southern edge

Map 4

PRIMARY AND SECONDARY SERVICE AREAS OF PUBLIC LIBRARIES IN THE REGION: APRIL 1969



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As might be expected, the highest concentrations of library users reside in the areas having the highest residential density. This map shows the wide use of library facilities in the Region, even in areas located a considerable distance from large, permanent library facilities.

Source: SEWRPC.

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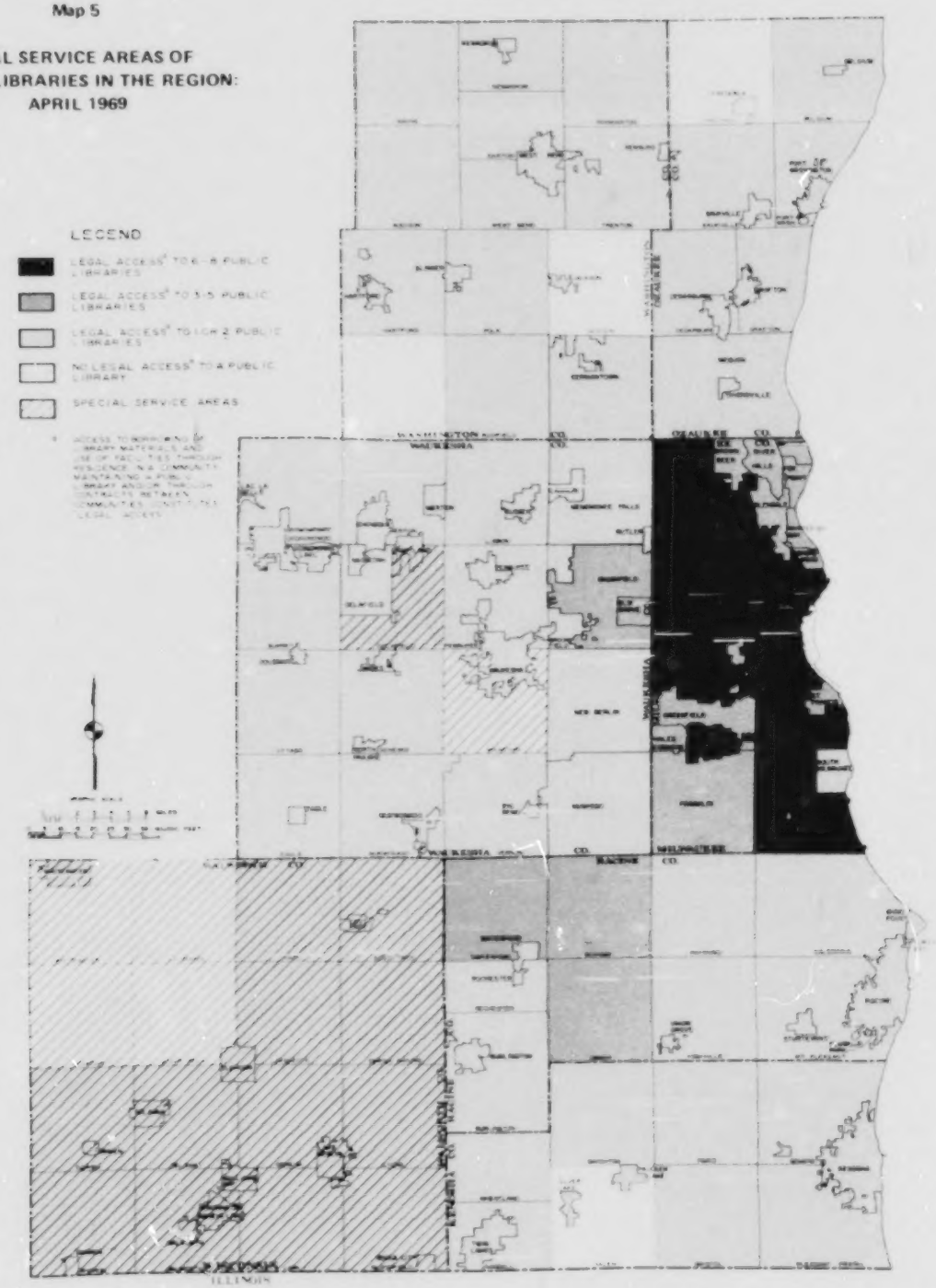
Map 5

LEGAL SERVICE AREAS OF PUBLIC LIBRARIES IN THE REGION: APRIL 1969



While physical access to public libraries for use of books and materials within the library during regular hours of operation is essentially universal, the ability of an individual to borrow books and other materials varies from library to library, depending upon the regulations and procedures set forth by the library boards and also upon the contractual arrangements made between libraries for such privileges. As shown on this map, residents of some communities in the Region have no borrowing privileges at any library, while residents of other communities have such privileges at several libraries.

Source: SEWRPC.

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of the central business district (CBD). Of the 177,619 book volumes in the total city library system, 68,866, or 39 percent, are located in this library. The bulk of the magazines, newspapers, microfilm, phonograph records, and pamphlet file materials in the library system are also housed in this facility.

The primary service area of the main library extends to the corporate limits of the City of Kenosha, while the library's secondary service area includes the urbanized portions of the Towns of Somers and Pleasant Prairie (see Map 4). In 1969, the City of Kenosha had an estimated population of 97,300, about 6 percent of the total population of the Region. There were a total of 2,263 in-person users at the main library during the survey week. The Boys and Girls Department was relocated from the main library to a former church building in 1929 to provide space for expanding library stock at the main library and is located about one block from the main library. Its primary service area, like that of the three branch libraries, includes adjacent neighborhoods surrounding the libraries.

Gilbert M. Simmons Public Library

Boys and Girls Department

Branch Libraries: The Kenosha Public Library system operates three branch libraries in addition to the Boys and Girls Department. The branch libraries include the following:

- West Branch—This branch was opened in 1925 and is housed in a structure built specifically for library purposes. Together with the Boys and Girls Department, it operates more as a circulating library than as a reference or research library. Only at this branch did the majority of library users walk to the library and have a school to home origin-destination.

- Roosevelt Branch—This branch was established in 1961 and is housed in a privately owned building which was formerly a store.

- Washington Branch—This branch was established in 1962 and is also housed in a privately owned building which was formerly a store.

Mobile Unit: The Kenosha Public Library operates one mobile unit, which was placed in service in 1960. This unit is used exclusively within the city limits and makes stops at schools located primarily in the outlying portions of the city. Its main purpose is to supplement school libraries and to service adults in outlying areas of the city. During the survey week, a total of 2,509 persons used the mobile unit, representing 30 percent of the total Kenosha library use during that week. The mobile unit has 28,884 book volumes, or 16 percent of the total library book stock.

West Branch Library

Roosevelt Road Branch Library

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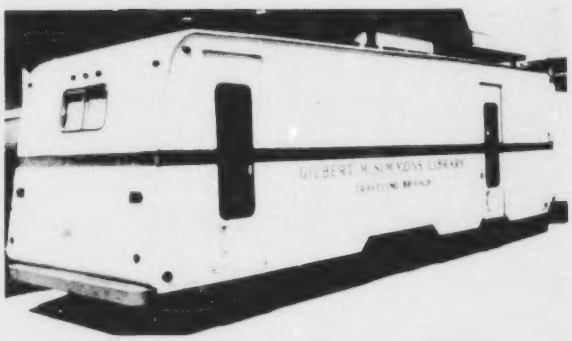
Washington Branch Library



Bookmobile Unit—Kenosha Public Library

Milwaukee County

At the time of the user survey, Milwaukee County had eight public libraries[12] which operated 22 permanent facilities, together comprising 34 percent of the public libraries in the Region. Seven mobile units were also operated in the county. The eight public libraries include the Milwaukee Public Library,[13] the largest in the Region, with a central (or main) library and 12 neighborhood libraries;[14] and public libraries in Wauwatosa,[15] South Milwaukee, Shorewood, Whitefish Bay, Cudahy, West Allis, and Greendale.[16] The Milwaukee, West Allis, and Wauwatosa libraries were the only libraries in the county operating more than one facility at the time of the survey.

A total of 21 of these permanent facilities are operated by the municipalities in which they are located. At the time of the survey, the Greendale Public Library was the only library in the county to be operated by a school administration and to be housed in a building owned by such an administration. The McLenegan Neighborhood Library in Milwaukee was housed in a privately owned building, and the remaining 20 libraries were housed in buildings owned by municipalities in which they were located (see Table 4). As also shown in Table 4, the facilities comprising the Milwaukee Public Library range in age from the Lapham Neighborhood Library, constructed in 1876, to the Tippecanoe Neighborhood Library, constructed in 1969. Two of the neighborhood libraries—the Center and Lapham Libraries—were located in buildings originally built as fire stations. A total of 184 professional librarians, or about 64 percent of the total in the Region, are employed in Milwaukee County (see Table 10).

About 68 percent of the total public library book stock in the Region was housed in public libraries in Milwaukee County at the time of the survey. A complete listing of the various materials in the collections of the libraries in Milwaukee County is shown in Table 11.

A number of separate contracts for library service, in addition to the county contract, exist among the various municipalities in Milwaukee County. These allow residents of the participating municipalities legal access to public libraries involved in the contractual agreement. Most of the contracts involve the Milwaukee Public Library as the source of library service, with reciprocal service granted in some cases to City of Milwaukee residents and residents of several other municipalities by the contracting library (see Map 5). The legal service areas of the Milwaukee County libraries include all of the municipalities in the county, so that all residents have direct access to at least one public library. This legal service also extends into Waukesha County through individual

[12] *Since the survey, the number of public libraries has increased to nine and the number of permanent library facilities has increased to 23 with the opening of the Brown Deer Public Library in September 1969 in the basement of St. Martin's Episcopal Church in Brown Deer.*

[13] *Since the survey, two new neighborhood libraries of the Milwaukee Public Library have opened and two have closed. The Locust Neighborhood Library (now the Martin Luther King Neighborhood Library) opened in September 1971, replacing the McLenegan and Lapham Libraries, which closed that month. The Lapham Library was placed in operation as one of six Model Cities libraries in October 1971. The Mill Road Neighborhood Library opened in July 1970.*

[14] *Branch libraries of the Milwaukee Public Library are called neighborhood libraries and are referred to as such in this report.*

[15] *The Wells Street Branch of the Wauwatosa Public Library was closed in July 1969, and data for this branch are included with data for the Wauwatosa Public Library.*

[16] *The Greendale Public Library was closed in 1971 subsequent to the survey, but data for this library are included in this report. The Oak Creek Public Library opened in 1972.*

municipal contracts. The City of Milwaukee has formal contracts with the Village of Elm Grove and the City of Brookfield in Waukesha County, and the Villages of Shorewood and Whitefish Bay and the City of Cudahy in Milwaukee County for cooperative book purchasing and processing. By virtue of their contracts with the Milwaukee Public Library, the two Waukesha communities also maintain reciprocal borrowing with the Shorewood and Whitefish Bay Public Libraries.

The Milwaukee Public Library also provides reference services on a formal contract basis to all communities in Milwaukee County through county funding.[17] The Wauwatosa and West Allis Public Libraries have reciprocal borrowing agreements, and both provide, by formal contract, library service for the residents of that portion of the City of Milwaukee south of W. Wisconsin Avenue, north of W. Schlinger Avenue, east of S. 108th Street, and west of S. Hawley Road, locally referred to as the Juneau area.

The Greendale Public Library is not associated with any libraries in terms of short-term programs, training programs, or reference services. The library does have an informal arrangement with the public school staff at the school library, which the public library shared at the time of the survey in terms of borrowing privileges, personnel, meeting with personnel, and cooperative book purchasing and processing.

Seven of the eight libraries in Milwaukee County at the time of the survey were legally[18] established libraries, the exception being the Greendale Public Library.[19] Six of these seven libraries have library boards whose members are appointed by the governing officials of the municipality in which they are located.[20] The seventh, the Village of Shorewood, operates under a village manager form of government and has exercised its statutory option of not having a library board. In communities which do have a library board, the boards usually meet monthly to set library policy, and either the library boards or the library board and the librarians present the proposed programs and budgets to the governing officials.

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[17] *At the time of the 1969 survey, the City of South Milwaukee was the only Milwaukee County municipality which did not have some type of contractual service agreement with the Milwaukee Public Library. The city, however, contracted for such services in March 1970.*

[18] *To be recognized as "legal" by the State of Wisconsin, a library board must have its members appointed by the governing official of the municipality, with approval of the governing body of the municipality, and be funded by the municipality. The Greendale Public Library was funded by the school board in 1969.*

[19] *Subsequent to the April 1969 survey, the Greendale library was reorganized according to State Statutes and is operating as a public library.*

[20] *The library board of the Milwaukee Public Library includes one member who is a county representative appointed by the County Executive.*

During the survey week, more than half of the total library use within the Region (55 percent) occurred at libraries in Milwaukee County, with a total of 73,228 persons using the libraries, including 63,743 in-person trips and 9,485 telephone reference and information requests (see Table 2). The most frequent library use, as indicated by 52 percent of the adults, was for school assignments. Of those visiting the libraries, about 55 percent used automobiles, 35 percent walked, and 10 percent used other vehicular means.

The number of library users ranged from 310 at the Greendale library to 21,264 at the Milwaukee Central Library. The largest single age group among users of the Milwaukee County libraries (42 percent) was the group 13 to 24 years of age. Thirty percent of the library users said they had some high school education, and the two primary occupations of adult users were student (56 percent) and housewife (15 percent). About two-thirds of the users said they were satisfied with their use of the libraries in the county. Those who expressed dissatisfaction said the main reason was that material they desired was not available in the library's collection or had been checked out.

The number of hours of operation for public libraries in the county ranged from 13 hours per week at the Greendale Public Library to 76 hours per week at the Milwaukee Central Library. The staffs of the libraries ranged from a full-time equivalent staff of 1.5 employees at the Greendale library to 243 employees at the Milwaukee Central Library. In 1969, the 21 communities which the Milwaukee County public libraries served directly or through individual contracts had an estimated population of 1,090,300 persons, or nearly 63 percent of the population of the Region.

Milwaukee Public Library: At the time of the survey, the Milwaukee Public Library included the Milwaukee Central Library and the Atkinson, Capitol, Center, East, Finney, Forest Home, Lapham, Llewellyn, McLenegan, North Milwaukee, Oklahoma, and Tippecanoe Neighborhood Libraries. These facilities represented 56 percent of the permanent library facilities in the county. In addition, the Milwaukee Public Library operated four bookmobiles as well as two panel trucks which operated as mobile units. A fifth bookmobile is a standby unit which is not used regularly and does not have a scheduled route. One bookmobile serves only persons 60 years of age or older, and the remaining three bookmobiles have regular routes that include other contract cities and villages within the county.

At the time of the survey, the Central Library was open 76 hours a week, and each of the neighborhood libraries was open 56 hours per week. The Milwaukee Public Library was designated a federal depository for the congressional district in 1861, a regional federal depository in 1863, a partial state depository in 1901, and a local depository for city documents in 1911, which documents are also duplicated in the municipal reference library. The Central Library is also a depository for the Army and

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the U. S. Geological Survey Map Service, and for documents of the Atomic Energy Commission. In 1965, the Oklahoma Neighborhood Library was designated a partial federal depository.

A total of 54,547 persons used the Milwaukee Public Library during the survey week, representing 48 percent of the total library use throughout the Region and 74 percent of the total county library use. The total book collection of the Milwaukee Public Library is 1,988,954 volumes, or 83 percent of the book collection in libraries within Milwaukee County and 57 percent of the book collection in the Region.

The primary service area of the Milwaukee Public Library includes the City of Milwaukee. The total estimated population living within this area at the time of the survey was 719,800 persons, or 41 percent of the population in the Region. The secondary service area includes most of Milwaukee County except for the Cities of Franklin and Oak Creek in Milwaukee County and the City of Brookfield and Village of Elm Grove in Waukesha County. The legal service area includes all the municipalities in Milwaukee County and also includes the City of Brookfield and Village of Elm Grove in Waukesha County, as shown on Map 5.

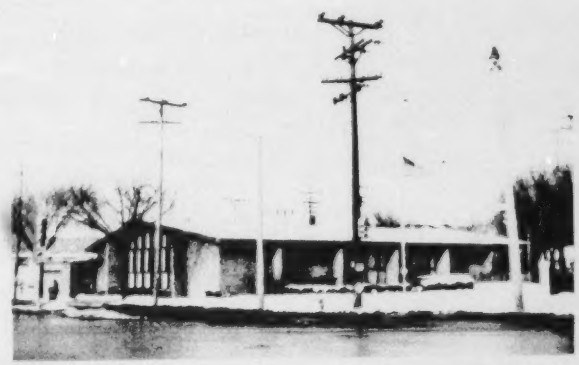
Central Library: The Central Library of the Milwaukee Public Library is the largest library in the Region, both in terms of physical facilities and library stock. The building in which the library collection is housed was constructed as a library and museum in 1898 and was occupied by the library that same year. It was structurally expanded in 1956 and was remodeled in 1969. The library is located on the western edge of the Milwaukee central business district and has 40 off-street parking spaces available within about 300 feet of the building. About 41 percent of the total book collection in the Region, or 1,417,379 volumes, were housed in this library at the time of the survey.

A total of 30 percent of the library users indicated that they traveled to the Central Library by bus, a higher percentage than for any other library in the county. The fact that 45 percent of the adult users used materials from the library's collection for research purposes and 92 percent of the adult users used the library for school assignments indicates the reference and resource nature of the library's collection. Characteristics of the Central Library user generally followed the pattern of the other library users in the Region. A total of 55 percent of the users were 13 to 24 years of age, with 59 percent of the users indicating they were students while only 4 percent indicated they were housewives. A total of 21,264 persons used the Milwaukee Central Library during the survey week, representing about 39 percent of total Milwaukee Public Library use and 29 percent of library use in the county. The availability of parking was rated as "poor" by 59 percent of the library users at this facility.

Neighborhood Libraries: In addition to the Central Library, the Milwaukee Public Library operates 12 branch libraries (called neighborhood libraries) throughout the city. The neighborhood libraries at the time of the survey were each open a total of 56 hours per week and include the following:

- Atkinson Neighborhood Library—This branch library is located in a building constructed for library purposes on the near north side of the city, and was occupied in 1961. The majority of library users (about 51 percent) walked to this library, which differed from the mode of transportation to the majority of other Milwaukee Public Library facilities. A total of 54,276 book volumes were housed in this library, or about 3 percent of the total volumes in the Milwaukee Public Library. A total of 1,699 persons, or 3 percent of the total Milwaukee library users, made use of this neighborhood library during the survey week.

Milwaukee Central Library



Atkinson Neighborhood Library

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- Capitol Neighborhood Library—This branch library, located on the northwest side of the city in a mixed commercial-residential area, is housed in a building which was constructed as a library in 1964 and which was occupied the same year. The percentage of persons using the library only once during the survey week was greater for this branch than for the rest of the library facilities in the city, as was the use of automobiles to travel to the library. A total of 3,685 persons, or 7 percent of the total Milwaukee library users, used this library during the survey week. About 3 percent of the total book volumes in the city, or 62,134 volumes, are housed in this branch.

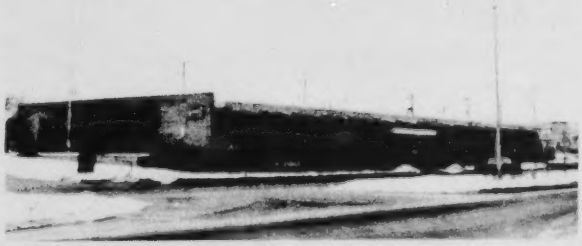
- Center Neighborhood Library—The building in which this library facility is housed was constructed in the early 1900s as a fire station and was occupied by the library in 1928. It is located on the near northwest side of the city in a predominantly commercial area. The use made of library facilities and materials followed the pattern of other Milwaukee library facilities. A total of 28,486 book volumes are housed here, or about 1 percent of the Milwaukee library total. About 2 percent of total Milwaukee library use occurred at this branch, with 1,009 persons recorded during the survey week.

- East Neighborhood Library—This library is one of the more recently constructed branches of the Milwaukee Public Library. It is housed in a building on the near north side of the City of Milwaukee which was built as a library and occupied in 1968. The characteristics of library users and library operation at this facility generally reflects the citywide library pattern. There was an indication by users, however, that the desired material was not in circulation as often at this library as at other libraries. Occupations of users at this library also indicated a higher percentage in the technical and professional fields than at other libraries. A total of 2,135 persons, or 4 percent of the total Milwaukee library users, made use of this branch, which houses 47,750 book volumes, or more than 2 percent of the total book volumes of the Milwaukee Public Library.

- Finney Neighborhood Library—This library facility, originally constructed for library purposes and occupied in 1966, is located on the west side of the City of Milwaukee. A total of 3,391 persons, or 6 percent of the total City of Milwaukee library users, used this library during the survey week. A total of 45,953 book volumes, or 2 percent of the total city stock, are housed here.

- Forest Home Neighborhood Library—This library facility is housed in a building that was constructed for library purposes and occupied in 1966, and is located on the near south side of the City of Milwaukee. Generally, patterns of library use and users at this library reflected patterns of other facilities in the city, except for the level of completed education, with the majority of users having completed some high school. A total of 55,861 book volumes are housed in this library, representing nearly 3 percent of the total book volumes in the Milwaukee Public Library. About 6 percent of the total number of Milwaukee Public Library users, or 3,339 persons, used this library during the survey week.

- Lapham Neighborhood Library—This branch at the time of the survey was housed in one of the oldest buildings used for library purposes in the Region, having been built as a fire station in 1876 and occupied by the library in 1952. At the Lapham library nearly 75 percent of the users



Capitol Neighborhood Library

Center Neighborhood Library

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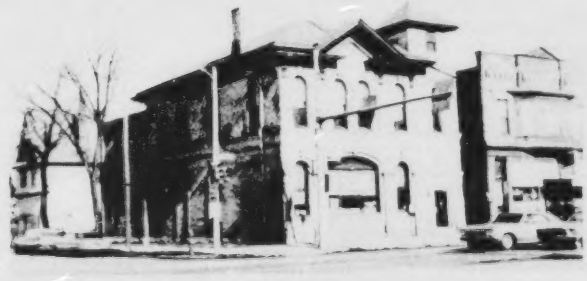
East Neighborhood Library

Finney Neighborhood Library

Forest Home Neighborhood Library



Lapham Neighborhood Library

walked to the library. This branch had one of the smallest book collections, 15,981 volumes, and was used by 797 persons, only about 1 percent of the total Milwaukee Public Library users.

- Llewellyn Neighborhood Library—The building that houses this library was built as a library and occupied in 1914 and was extensively remodeled in 1959. This library had a greater percentage of walk-in use than did other libraries of the Milwaukee Public Library. A total of 2,699 persons (nearly 5 percent of the total Milwaukee Public Library users) used this library during the survey week. Nearly 2 percent of the total book volumes in the Milwaukee Public Library, or 38,784 volumes, are housed in this branch.

- McLenegan Neighborhood Library—The building housing this library was constructed in 1909 as a store and was occupied by the library in 1967. It is located on the north side of the city in a commercial area. The McLenegan Neighborhood Library housed only 12,384 book volumes at the time of the survey, less than 1 percent of the total Milwaukee library stock, and the fewest number of volumes of all the Milwaukee Public Library facilities. This library also had the smallest seating capacity (12) of the citywide system. A total of 620 persons, the least number of users and about 1 percent of the total, were recorded at this branch.

Llewellyn Neighborhood Library

McLenegan Neighborhood Library

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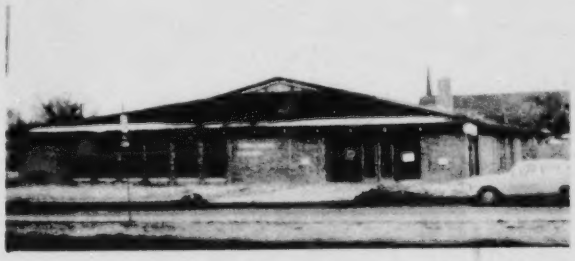
- North Milwaukee Neighborhood Library—One of the newer library facilities of the public library, this branch is housed in a facility built for library purposes and occupied in 1968. The percentage of those who used autos to reach this library was greater than for the rest of the library facilities while the percentage of those who walked was less. A total of 42,267 book volumes, or 2 percent of the total, were housed here; and 2,674 persons, or nearly 7 percent of the total Milwaukee library users, made use of the library facility during the survey week.

- Oklahoma Neighborhood Library—This branch library, which was built and occupied as a library in 1963, is the largest branch of the Milwaukee Public Library, and in 1965 was designated a partial federal depository. A total of 68,738 book volumes (about 3 percent of the total city book stock) are housed here; and 5,978 persons, or 11 percent of the total Milwaukee library users, visited this library branch during the week of the survey. This facility has one of the largest service areas of the libraries in the county.

- Tippecanoe Neighborhood Library—This branch library is the newest branch library of the Milwaukee Public Library and is located in a building constructed and occupied in 1969. At the time of the survey, this facility was under construction and its temporary location elsewhere did not foster library use during the construction period, which coincided with the survey. A total of 689 persons, or 1 percent of the total Milwaukee library users, made use of the temporary facility, which housed 23,398 book volumes, or 1 percent of the total city stock.

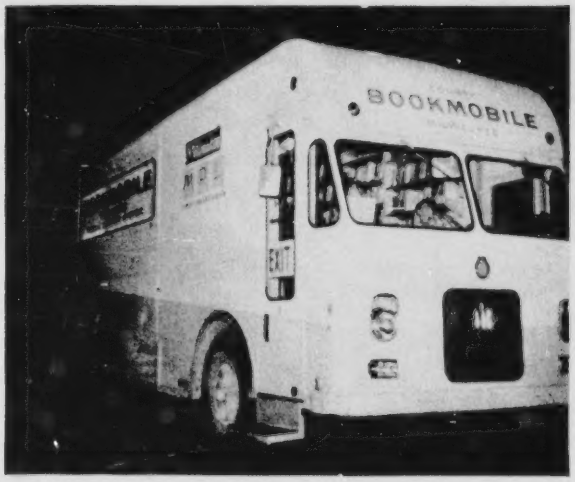
Mobile Units: In addition to the Central Library and the 12 neighborhood libraries, the Milwaukee Public Library operates four bookmobiles and two book vans. A fifth bookmobile unit is a standby unit which is not used regularly nor does it have a scheduled route. The purpose of the mobile units is to provide supplementary service to city and suburban communities that are not well served by permanent library facilities. One of the four bookmobiles which are in operation serves facilities and areas where older adults live or congregate, and the two community book vans serve high-density residential areas in Milwaukee's central city. The mobile units operate biweekly at their respective stops and provide from 25 to 38 hours of public library service per week.



Tippecanoe Neighborhood Library

North Milwaukee Neighborhood Library

Oklahoma Neighborhood Library



Bookmobile Unit—Milwaukee Public Library

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Cudahy Public Library: This library is housed in a building constructed and occupied for library purposes in 1952, and is located in the city's central business district. During the survey week, a total of 41,211 book volumes, or about 2 percent of the county total, were housed in this library facility; and 1,740 persons, or 2 percent of the total library users in the county during the survey week, used this library.

Greendale Public Library: The Greendale Public Library was located in the Greendale Intermediate School at the time of the survey, but the collection was dispersed to three other public schools after the 1969-70 school year due to a planned school expansion. The origin-destination of adult users differed from the county pattern, with 24 percent of the adult users listing home to shopping as the second most frequent trip orientation. Socio-economic characteristics of the Greendale library users also differed from characteristics of users in other libraries in the county. Persons age 10 through 12 represented 39 percent of the use, and persons age 25 through 64 represented 29 percent of the use. Use of the library also differed from the county pattern, with the library being used primarily as a circulating library for school assignments and for pleasure reading. Only 310 persons, or less than 1 percent of the county total, used this facility during the survey. This library housed 9,255 book volumes, the least of any of the libraries surveyed in Milwaukee County and less than 1 percent of the total county book stock.

Shorewood Public Library: This library is housed in a building constructed and occupied for library purposes in 1965. It is located in a mixed commercial-residential area near the other municipal buildings of the village. Several of the library user and use characteristics differed from the pattern at other libraries in the county. The percentage of persons using the library more than once during the survey week was greater at the Shorewood library, with 85 percent of the total users using the library once and the remaining 15 percent using the library more than once. The library was used by 2,538 persons, or about 4 percent of the county total, and contained 29,417 book volumes, or 1 percent of the county total. The primary service area included the village, while the secondary service area extended into the Village of Whitefish Bay. The legal service area included the village and all municipalities served by the Milwaukee Public Library.

South Milwaukee Public Library: The building which houses the South Milwaukee Public Library was built and occupied by the library in 1967 and is located in a mixed residential and industrial area. The library was designated a partial state government document depository in 1967. It contains 54,240 book volumes, or 2 percent of the county total stock, and was used by 3,274 persons, or 4 percent of the county total users, at the time of the survey. The primary service area includes essentially the city. The secondary service area extends into the City of Oak Creek, particularly the eastern section of that city. The legal service area includes the Cities of South Milwaukee and Oak Creek.

Cudahy Public Library

Shorewood Public Library

Greendale Public Library

South Milwaukee Public Library

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Wauwatosa Public Library: At the time of the survey, the Wauwatosa Public Library included the main library as well as the Wells Street Branch. The branch library was closed shortly after the survey and, therefore, data from the branch library have been included with data for the main facility. The main library was located in a facility built and occupied as a municipal building and library in 1957. At the time of the survey, the section housing the library was undergoing extensive remodeling. The total book collection housed in the public library was 93,353 volumes, 4 percent of the county total. During the survey week, 3,277 persons, or 4 percent of the total county users, used the library. A total of 264 free off-street parking spaces are available within 300 feet of the library, a better parking situation than at most of the other libraries in the county. The legal service area includes the Cities of Wauwatosa and West Allis and that portion of the City of Milwaukee lying between the two suburban communities, which is known as the Juneau area. The primary service area of the library is the City of Wauwatosa.

West Allis Public Library: A main library and two branch library facilities are included in the West Allis Public Library, which, in addition, operates a panel truck on a summer schedule to serve school areas and playgrounds within the community. The total number of users during the survey week was 5,953, or 8 percent of total county use. The number of book volumes housed by the library totaled 135,972, or 6 percent of the county total. The legal service area of the library includes the Cities of West Allis and Wauwatosa and the Juneau area of the City of Milwaukee. The primary service area includes, in addition to the City of West Allis, portions of surrounding municipalities, including some areas in Waukesha County.

Wauwatosa Public Library

West Allis Main Library

Main Library: This facility is located in a building constructed and occupied by the library in 1914 and remodeled in 1949. At the time of the inventory, the main library had 88,219 book volumes, or 65 percent of the library total, and was used by 3,278 persons, or 55 percent of total West Allis library use. This library serves primarily residents of the City of West Allis.

Branch Libraries: In addition to the main library facility, two branch libraries are available for use of library patrons and include the following:

- East Branch—This library facility is housed in a building constructed and occupied by the library in 1956 and located in a residential area. At the time of the survey, this facility had a book collection of 23,207 volumes, 17 percent of the city library total, and was used by 980 persons, or 16 percent of the city library total. The mode of travel to the branch library differed from the county total, since 36 percent used automobiles and 55 percent walked. The primary use of the library was as a circulating library.

- Lincoln Branch—This facility is housed in a building constructed and occupied by the library in 1964. It has a larger book collection than the East Branch—a total of 24,546 volumes, or 18 percent of the library total—and was used by 1,695 persons, or 29 percent of the library total.

East Branch Library

Lincoln Branch Library

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Whitefish Bay Public Library: This library is located in a residential area of the village and is housed in a building originally built and occupied for library purposes in 1955. The facility housed 36,506 book volumes at the time of the survey, and was used by 2,789 persons. Nearly 75 percent of the library users traveled to the library by car, while 20 percent walked, a pattern that differed from the general county pattern. The socioeconomic characteristics of the users also differed. About 40 percent of the users were 25 to 64 years of age, and the highest level of completed education for the largest percentage of adult users was four years of college or some graduate work. The primary service area includes the village and extends into the Villages of Fox Point and Bayside and the City of Glendale.

Ozaukee County

At the time of the survey a total of four public libraries were located in Ozaukee County, one each in the Cities of Cedarburg and Port Washington and the Villages of Grafton and Thiensville,[21] as shown in Table 5. None of the libraries contract with other libraries to receive or provide services such as reciprocal borrowing, purchasing, and processing of library materials, or to share personnel and personnel programs. None of the libraries operate mobile units, but the Cedarburg Library maintains a book deposit station in a local nursing home, and the Grafton library as well as the William J. Niederkorn Library in Port Washington place book collections in school classrooms.

The library boards of the four libraries in the county are legally established under Wisconsin State Statutes, and have members appointed by the municipal governing bodies. Because the Mequon-Thiensville library is financed by both Mequon and Thiensville, the library board has members from both communities. About 87 percent of the total county population lives within the legal service area of one or more libraries, but as shown on Map 5, the Village and Town of Fredonia are without legal access to a public library.

[21] *Since the survey, new library facilities have been constructed and opened in the Cities of Cedarburg and Mequon (serving Mequon-Thiensville) and the Village of Grafton has remodeled its library. A new public library has also opened in the Village of Saukville.*

Whitefish Bay Public Library

The libraries in Ozaukee County at the time of the survey housed a total of 59,849 book volumes, or about 2 percent of the total in the Region. The public libraries in this county were the only libraries in the Region at the time of the survey that did not have microform material in their collections and that had no audio tapes, pamphlet and picture file material, or framed art pictures (see Table 11).

The number of hours of library operation per week at libraries in Ozaukee County ranged from 28 at the Grafton library to 49 at the Mequon-Thiensville library. The number of employees at the libraries ranged from 3.0 full-time equivalent staff persons at the Grafton library to 5.4 at the Mequon-Thiensville library. The libraries in Ozaukee County employed 16 professional librarians, or about 2 percent of the Region total (see Table 10).

The primary library use in the county, as indicated by 51 percent of the adult users, was for school assignments. A total of 38 percent indicated that they also used the library for pleasure reading or listening enjoyment, and 22 percent for furthering personal knowledge, with some persons indicating more than one reason for library use. The total number of library users in Ozaukee County was 3,100 persons, or nearly 3 percent of the total library use in the Region.

Of the total persons using the libraries in the county, 67 percent used cars, 26 percent walked, and the remaining 7 percent used other vehicular means. Slightly more than two-thirds of the users were satisfied with their use of the libraries. Those expressing dissatisfaction gave as their primary reason the unavailability of desired materials which were previously checked out or which were not part of the library collection.

Cedarburg Public Library: The building which housed the Cedarburg Public Library at the time of the survey was constructed as a fire station in 1908. In 1927, the library occupied part of one floor of the two-story structure, which houses the police and fire stations. A new library facility was opened subsequent to the survey in January 1971. A total of 21,414 book volumes, or about 37 percent of the public library book volumes in the county, were housed in the library at the time of the survey. During the survey week, a total of 1,034 persons, or 33 percent of the county library users, used the Cedarburg library, which represented the highest percentage of use among the four public libraries in the county. The legal service area includes the City and Town of Cedarburg.

Grafton Public Library: At the time of the survey, the Grafton Public Library was housed in a building constructed in 1949 for retail trade, which the library occupied in 1956. The building has been remodeled and expanded since the survey. A total of 289 persons, or 9 percent of total survey week library users in the county, used this library during the survey week. The library

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contains 7,280 book volumes, or 12 percent of the public library book volumes in the county. The legal service area includes the Village of Grafton and the Town of Grafton.

Mequon-Thiensville Public Library: At the time of the survey, this library was located in the central business district of the Village of Thiensville in rented quarters which it occupied in 1953. A new public library was built subsequent to the survey to serve these two communities, and is located in Mequon. The library housed 9,862 book volumes, or 16 percent of the county total, and was used by 819 persons, or 26 percent of the total library users in the county at the time of the survey.

William J. Niederkorn Public Library: Located in Port Washington, this library is housed in a building constructed and occupied as a public library in 1961. A total of 958 persons, or 31 percent of the county total, used the library during the survey week. The library contains 21,293 book volumes, or 35 percent of the county total. The City of Port Washington is the legal service area of the library.

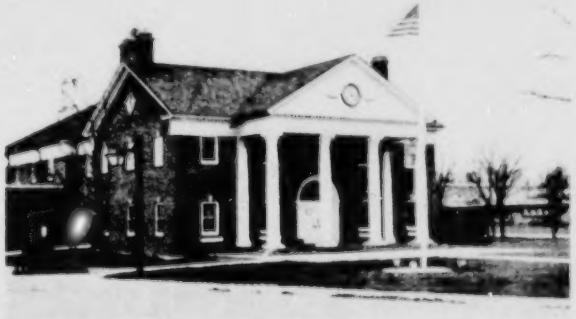
Racine County

At the time of the survey, a total of five public libraries were operating within Racine County. These included the Burlington Public Library; the Racine Public Library, including a main library and one branch library; the Rochester Public Library; the Graham Public Library in Union Grove; and the Waterford Public Library (see Table 6).

The five libraries are not formally associated with other libraries in terms of cooperative book purchasing or processing or sharing of personnel. The Racine Public Library does have a teletype hookup with the Milwaukee Public Library for interlibrary loans, and contracts with the Waterford Public Library for short-term bulk loans of books and other materials. There are also some informal arrangements with Burlington, Milwaukee, and Union Grove on cooperative reference services, and the head librarians of the Burlington and Union Grove Public Libraries attend the Walworth County Library Service meetings.

The library boards of four of the five libraries are legally established under the Wisconsin State Statutes. The board of the Rochester Public Library was not legally established at the time of the survey, since only three of

Cedarburg Public Library



Mequon-Thiensville Public Library

Grafton Public Library

William J. Niederkorn Public Library

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its members were appointed by the municipal governing body. The boards of four of the libraries meet monthly; the Rochester board meets at the call of the board chairman. Racine County's total population has legal access to at least one library. The legal service areas also extend into towns in Kenosha and Walworth Counties, as shown on Map 5. The primary service areas of the five libraries consist essentially of the municipalities in which the libraries are located and the heavily urbanized section of the county east of IH 94 (see Map 4).

Approximately 376,466 book volumes, or about 11 percent of the total in the Region, were housed in libraries in Racine County. The Racine Public Library was the only library in the Region to have sheet music and musical scores in its collection at the time of the survey (see Table 11).

A total of 62 full-time equivalent employees were employed at the Racine County libraries, ranging from 1 employee at Rochester to 46 employees at the Racine library. This total comprises 8 percent of the total library employees in the Region (see Table 10). Racine County employs almost 6 percent of the professional librarians in the Region. Libraries in Racine County were open a range of from six hours per week at the Rochester library to 71 hours per week at the Racine main library.

The total number of library users in Racine County during the survey week was 10,891 persons, or nearly 10 percent of the total library users in the Region (see Table 2). The primary reasons for library use were for school assignments, as indicated by 47 percent of the adult users, or for furthering personal knowledge or for pleasure reading or listening enjoyment. Characteristics of the library users showed that 43 percent were 13 to 24 years of age, 32 percent of the adult users had completed some high school, and the primary use was made by students (51 percent) and housewives (19 percent) (see Table 14). Of the persons making trips to the libraries, 73 percent used automobiles, 22 percent walked, and the rest used other vehicular means.

Burlington Public Library: The Burlington library is housed in a building which was constructed as a post office in 1917, and which was later remodeled and occupied by the library in 1964. The characteristics of library users, use, stock, and operation generally followed county patterns, although a higher percentage of adult users made more than one trip to the Burlington library during the survey week than library users throughout the county. The legal service area of the library includes most of the western portion of Racine County, three towns and two villages in Kenosha County, and two towns in Walworth County. A total of 1,393 persons, or about 13 percent of the county total, used the library during the survey week. This library facility houses 23,412 book volumes, or 6 percent of the county total.

Racine Public Library: The Racine Public Library includes a main library, one branch library, and two mobile units. The library also maintains 15 book deposit stations within the city and county, as well as four book drops at facilities other than permanent library facilities. The library was designated a federal government document depository in 1898 and a partial state government document depository in 1952. In addition to providing library services to the City of Racine, the library also provides services on a contractual basis to the residents of 15 of the 18 civil divisions in the county.

A total of 331,515 book volumes are housed in the Racine library, representing 88 percent of the book volumes in the county. The library has a staff which includes 51 full-time public library employees in the county. A total of 8,976 persons used the Racine library facilities during the survey week, representing 82 percent of total county use.

The primary service area of the library is essentially the City of Racine and the urbanized areas adjacent to the northern edge of the city. The secondary service area includes the urbanizing portions of the Towns of Mt. Pleasant and Caledonia east of IH 94, and the Village of Sturtevant.

Main Library: The main library is the largest library facility in the county in terms of book volumes, housing 260,483 books, or 69 percent of the county's total stock. It is also the only library in the county having sheet music and musical scores. The main library is

Burlington Public Library

Racine Main Library

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housed in a building constructed and occupied for library purposes in 1958 and located in the central business district of the city. It has a seating capacity of 191 persons, excluding meeting rooms. During the survey week, 6,236 persons used the library facility, representing 57 percent of total county library use and 71 percent of the Racine library use.

Branch Library: In addition to the main library, the Racine Public Library has one branch library, which is described briefly below:

- Uptown Branch Library—This facility is located in a building constructed and occupied for library purposes in 1914, located south of the central business district near Washington Park. At the time of the survey the library had a staff equivalent of 5.3 full-time employees. During the survey week, 1,029 persons used this library facility, representing 9 percent of total county library users. This library stocked 26,349 book volumes, or 7 percent of the total book stock in the city. The primary service area for this branch facility includes the southern portion of the City of Racine, and the secondary service area includes the Town of Mt. Pleasant and the Village of Sturtevant.

Mobile Units: Bookmobile service was begun by the library in 1948, and is now provided by two mobile units. One unit has a capacity of 4,500 volumes, with about 9,000 volumes in use, and offers 20 hours service a week, completing its route every week for some stops and every two weeks for other stops. The second mobile unit was initiated in 1955 but was replaced with a new unit subsequent to the survey in 1970. The capacity of this new unit is 4,300 volumes, with more than 20,000 volumes in use. The new unit completes its circuit of six stops in one week, and offers 48 hours of service per week. The mobile units operate exclusively in the City of Racine and in Racine County east of IH 94.

Rochester Public Library: In 1935, this library occupied a structure originally built in 1910 as a single-family residence and located in a residential area. At the time of the survey, the library had one full-time staff person, and was open six hours a week. The 4,050 books in the Rochester library comprise 1 percent of the county total, and the 29 library users during the survey week represented less than 1 percent of the county total.

Graham Public Library: The Graham Public Library in the Village of Union Grove is housed in a building constructed as a public library in 1958 and occupied in 1959. The library has no meeting rooms, but one room is set aside for the display of historical documents. At the time of the inventory, the library had a staff equivalent of 2.3 full-time employees. The library housed 15,472 books, or 4 percent of the county total, and had a total of 538 users, or 5 percent of the county total. Substantially more of the juvenile users of this library attended special functions than at other libraries in the county. The legal service area includes, in addition to the Village of Union Grove, the Towns of Dover, Norway, Raymond, and Yorkville in Racine County and the Towns of Brighton, Bristol, and Paris in Kenosha County.

Waterford Public Library: This library occupied a portion of the village hall upon its completion in 1967. At the time of the survey, the library was staffed by 1.2 full-time equivalent employees, and had a collection of 2,017 books, the smallest book collection of any of the public libraries in the Region, representing less than 1 percent of the county total. During the survey week a total of 255 persons, or 2 percent of the total county library users, made use of this library.

Bookmobile Unit—Racine Public Library

Uptown Branch Library

Rochester Public Library

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Graham Public Library

Waterford Public Library

Walworth County

At the time of the survey, Walworth County had the only county library system operating in the Region, with a total of 11 individual municipal libraries in the service system. The coordinating library for the Walworth County Library Service area is the Lake Geneva Library. The other 10 member libraries are located in the Cities of Whitewater, Elkhorn, and Delavan, and in the Villages of East Troy, Darien, Fontana-on-Geneva Lake, Genoa City, Sharon, Walworth, and Williams Bay (see Table 7).

Eight of the libraries are owned and operated by the municipality in which they are located. The Darien and Sharon public libraries are operated by Woman's Clubs, and the Whitewater library building is owned by the White Memorial Library Association, a self-perpetuating board of trustees set up to administer the perpetual trust. All of the municipalities in Walworth County have formal contracts with the Walworth County Board, through which the Library Service provides cooperative book purchasing, processing, interlibrary loans, reciprocal borrowing, sharing of personnel, and training programs.

The countywide library service originated in 1961 as a three-year federally funded demonstration project. The present Walworth County Library Service was formed by joint action of the 11 municipal governing bodies, and is entirely financed through the county. It is governed as a federated system by a committee which is responsible for planning, coordinating, and advising the system regarding cooperative service. The committee also submits the annual budget request to the County Board and serves as liaison between the Lake Geneva Public Library Board and the County Board. The intracounty service system has been assigned one full-time professional librarian, and provides reciprocal borrowing for all adult county residents and all 11th and 12th grade students whose parents are county residents. The system service area also provides general interlibrary lending services and reference material to strengthen the collections of existing libraries in the county.

All of the local library boards are legally established under the Wisconsin State Statutes, with board members appointed by the municipal body of each community. The library boards generally meet monthly and set library policy, and the board or the board and the librarian present the proposed budget to the governing officials.

A staff equivalent of 32.1 full-time employees, or 4 percent of the total in the Region, was employed at libraries in Walworth County at the time of the survey, ranging from one at the Darien library to 5.3 at the Whitewater library, with 22 professional librarians, or almost 8 percent of the Region total, employed in libraries in the county. The libraries in the county were open to the public from three hours a week at the Darien Public Library to 54 hours per week at the Lake Geneva Public Library (see Table 2). The 11 public libraries in Walworth County had 124,988 books in their collections, or nearly 4 percent of the books housed in public libraries in the Region, as shown in Table 11.

During the survey week a total of 3,447 persons used the public libraries in Walworth County, representing 3 percent of the total use in the Region, as shown in Table 2. Of this number, 58 percent used automobiles to travel to the library, 35 percent walked, and the remaining 7 percent used a bus, bicycle, or other vehicular means (see Table 12). The primary reason for library use as indicated by library users in Walworth County was school assignments (46 percent). Other major reasons for library visits included pleasure reading or listening enjoyment (34 percent) and furthering personal knowledge (23 percent), with some persons indicating they used the library for more than one of these uses.

As shown on Map 4, the primary service areas fall essentially within the individual corporate limits of the various municipalities in which they are located. The Darien library did not have enough use generated within its own community to have a primary service area, but the library does serve part of the Town of Bradford in Rock County that lies within the Darien Joint School District No. 7. The Lake Geneva Public Library, in addition to providing services for its own city residents, also provides legal access to the Town of Randall in Kenosha County.

Walworth County has some of the smallest libraries in the Region in terms of services available, and three of its libraries, those in the Villages of Darien, Fontana-on-Geneva Lake, and Sharon, do not have telephone service.

Darien Public Library: This library is among the smallest in the Region in terms of services provided and use of the library. At the time of the survey, the library was

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open only three hours a week, the least number of hours of any public library in the Region. Its use during that week by 10 persons was also the lowest among the libraries involved in the survey. The library is located in a structure originally built in 1910 as a private residence, and occupied by the library in 1929. At the time of the survey, the library had a staff equivalent of one full-time employee. The number of books available was 3,916, or 3 percent of the county total. It was also one of three public libraries in the county that did not have telephone service.

Aram Public Library: Located in the City of Delavan, this library was constructed and occupied for library purposes in 1906, and is located in the city's central business area. At the time of the survey, the library employed a staff equivalent of 4.1 full-time employees. A total of 19,822 books, or 16 percent of the county total, were housed in this library at the time of the survey. During the survey week, 601 persons, or 17 percent of the total county users, used the library. General use characteristics reflected county patterns, except that at the Aram Public Library nearly one-fourth of the adult patrons used the library for hobbies.

Darien Public Library

Aram Public Library

East Troy Public Library: The East Troy Public Library is located in a building constructed in 1853 as a private residence and occupied by the library in 1957. At the time of the survey this library had a staff equivalent of 1.8 full-time employees. A total of 9,738 books were housed at this library at the time of the survey, or about 8 percent of the county total. The library was used by 200 persons, or about 6 percent of the total county users, during the survey week. About 9 percent of the users of this library said they used the facility two or more times during the survey week, the highest percentage of repeat use among the seven smallest libraries in the county.

Matheson Memorial Library: This library, which is located in the City of Elkhorn, was constructed and occupied in 1931 as a public library, and is located on the north side of the city's central business district. During the survey week the library had a staff equivalent of 3.2 full-time employees. A total of 529 persons used the library that week, representing 15 percent of total county users. The number of books available totaled 12,640, or 10 percent of the county total.

Fontana Public Library: The Fontana library is located in a building originally built as a fire station in 1931 and occupied by the library in 1955. It was open 10 hours during the week of the survey, and was used by 56 persons, or about 2 percent of the county total. The per-

East Troy Public Library

Matheson Memorial Library

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centage of patrons using the automobile to travel to the library was the highest (67 percent) at this library among the seven smaller libraries in the county. A total of 5,737 books, or about 5 percent of the county total, are housed in this library. The Fontana library was also without telephone service, and was the only library which did not provide library service for residents outside of the municipality.

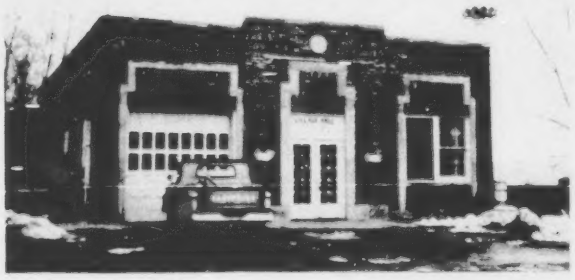
Genoa City Public Library: Located in the central business district of the village, this library shares a building which was constructed in 1932 for the village offices, and occupied by the library in 1936. The Genoa City library also had the equivalent of one full-time staff person at the time of the survey. The total book volumes at this library were 5,826, about 5 percent of the county total. The library was used by 51 persons, or about 2 percent of the total county library users.

Lake Geneva Public Library: The Lake Geneva library, which serves as the coordinating library for the Walworth County Library Service, is located in a building designed by the Frank Lloyd Wright Foundation, Inc. and built and occupied as a library in 1955. The library has 26,543 book volumes, or 21 percent of the county total, and during the survey week was used by 766 persons, or 22 percent of the total county library users. This library is used as a resource center as well as a circulation library, while the smaller libraries in the county are used only as circulation libraries. The legal service area included, in addition to the City of Lake Geneva and the persons served through the Walworth County Library Service, the Towns of Bloomfield, Geneva, Linn, and Lyons in Walworth County and the Town of Randall in Kenosha County.

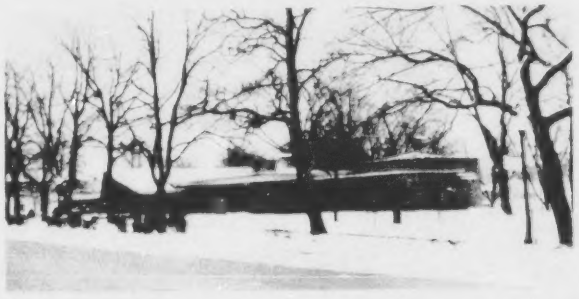
Sharon Public Library: This library is located in a building constructed and occupied as a library in 1927, and is located in a residential area. The Sharon library was open a total of eight hours during the week of the survey. A total of 5,050 books, or 4 percent of the county total, were available, and the library was used by 30 persons during the survey week, representing less than 1 percent of total county use. This library also had no telephone service.

Walworth Memorial Library: This library is located in a building constructed and occupied for library purposes in 1957. A total of 6,247 books, or 5 percent of the county total, are housed in this library, which was used by 163 persons, or about 5 percent of the county total, during the survey week.

Whitewater Public Library: This library is housed in a building constructed and occupied for library purposes in 1904. A total of 21,184 books were housed in the library at the time of the survey, or 17 percent of the



Fontana Public Library



Lake Geneva Public Library

Genoa City Public Library

Sharon Public Library

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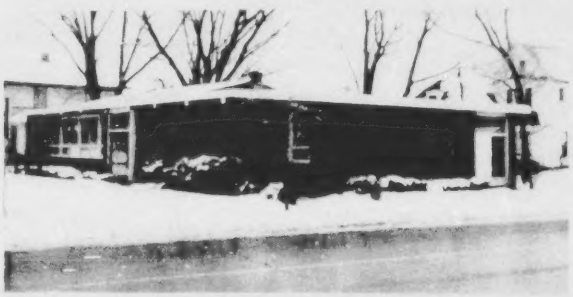
county total, and the library was used by 773 persons, the largest number of users of Walworth County public libraries during the survey week and 22 percent of the county total.

Barrett Memorial Library: This library, located in Williams Bay, is housed in a building constructed and occupied for library purposes in 1963. The library's book stock includes 8,285 volumes, or about 7 percent of the county total. During the survey week, a total of 268 persons, or 8 percent of the county total, used this library.



Walworth Memorial Library

Whitewater Public Library

Barrett Memorial Library

Washington County

At the time of the survey there were a total of five public libraries in Washington County, including the Germantown, Hartford, Kewaskum, Slinger, and West Bend public libraries,[22] which total 7 percent of the public libraries in the Region (see Table 8). All are owned and operated by the municipality in which they are located. The public libraries in the county have 2 percent of the total public library employees in the Region, ranging from 1.0 full-time equivalent employee at the Slinger library to 9.3 employees at the West Bend library. The libraries were open to the public a total of 145 hours a week, ranging from 3.5 hours at the Slinger library to 52 at the West Bend library, as shown in Table 2. At the time of the survey, the libraries in the county had a total of 77,342 book volumes, or 2 percent of the total book stock in the Region. A total of seven professional librarians were employed in the county, or about 2 percent of the Region total.

None of the five public libraries formally contracted with other libraries to receive or provide such services as reciprocal borrowing, purchasing and processing of library material, or sharing of personnel. The West Bend, Hartford, and Kewaskum Public Libraries did, however, have informal agreements with the Dodge County public libraries for interlibrary meetings. The library boards of the five libraries are all established under Wisconsin State Statutes, and the members are appointed by the municipal governing bodies. The boards meet monthly, except for the Slinger board which meets semiannually, to set library policy.

During the survey week, 2,848 persons used the Washington County libraries, representing 2 percent of total library use in the Region. The primary reason for library use was for school assignments, as indicated by 44 percent of the adults. A total of 94 percent of the persons using the libraries made only one trip to the library during the survey week. Of those making trips, about 53 percent used automobiles, 41 percent walked, and the remaining 5 percent used other vehicular means, as shown in Table 12.

The five public libraries provide service to the municipality in which they are located, and in addition provide service through formal or informal agreement to the Towns of Germantown, Farmington, Kewaskum, Wayne, Polk, Barton, and Trenton.

Duerrwaechter Memorial Library: Located in the Village of Germantown, this library is located in a structure built and occupied for library purposes in 1963. At the time of the survey, the library had a staff equivalent of 1.8 full-time employees, and was open 28 hours a week. The library's book collection included 8,230 volumes, or about 11 percent of the county total. A total of 251 persons, or 9 percent of the county total, used the library

[22] *The Richfield Public Library, operated by the Richfield-Hubertus Junior Woman's Club, opened in September 1970 to serve the Town of Richfield.*

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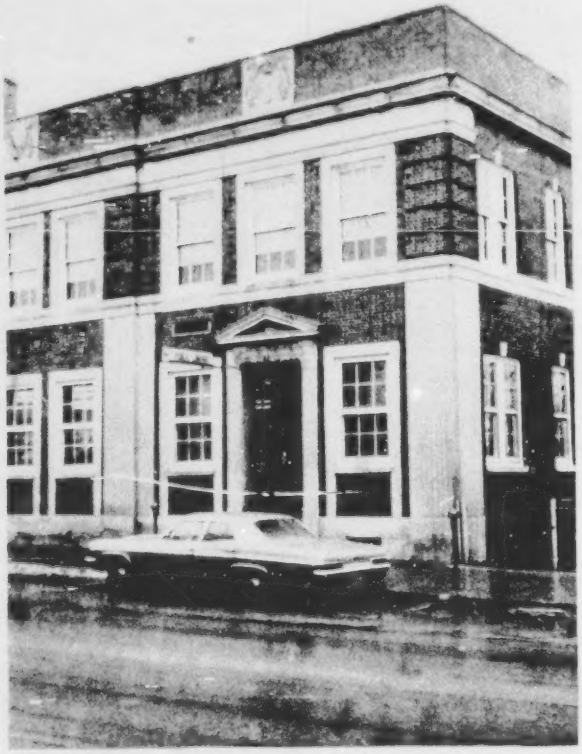
during the survey week. The characteristics of the library users did not follow the county pattern, with only 12 percent of the users being in the 13 to 24 year age category. The legal service area of the library includes the Town and Village of Germantown.

Hartford Public Library: This library is located in the municipal building in the Hartford central business district and was established there in 1932 when the building was constructed. The book collection of the library includes 22,757 volumes, or 29 percent of the county total. During the survey week, 716 persons used the facility, representing 25 percent of the total county use. The primary service area followed existing corporate boundaries, with the secondary service area including areas east of the city toward Pike Lake and the scattered subdivision developments in adjacent townships.

Duerrwaechter Memorial Library

Kewaskum Public Library: The Kewaskum library occupied a section of the municipal hall upon completion of the building in 1950. At the time of the inventory the library had a staff equivalent of 1.8 full-time employees. The book collection included 9,170 volumes, or 12 percent of the county total, and the library was used by 427 persons during the survey week, or 15 percent of the total county users. User characteristics were typical of a smaller library, as indicated by the fact that all of the users made only one trip to the library, and nearly 75 percent walked to the library. The average age of the users also did not reflect general county patterns, with nearly 75 percent being under 13 years of age. The legal service area includes, in addition to the village, the Towns of Farmington, Kewaskum, and Wayne in Washington County and parts of Fond du Lac and Sheboygan Counties in the Kewaskum school district.

Slinger Public Library: This library shares the Slinger Village Hall, which was built about 1890 and occupied by the library in 1956, and which is the oldest library facility in the county. At the time of the survey, the library had one full-time equivalent staff member, and



Hartford Public Library

Kewaskum Public Library

Slinger Public Library

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was open three hours per week. A total of 48 persons, or about 2 percent of the county total, used this facility, the fewest number of users at any of the county libraries. The library housed 3,399 book volumes, less than 1 percent of the county total and the least number of book volumes of any of the libraries in the county.

West Bend Public Library: One of the newest library buildings in the Region, this facility was built and occupied as a library in 1969. This library had the largest book collection and number of users of any Washington County library, with 33,786 book volumes, or 44 percent of the county total, and 1,406 library users, or 49 percent of the county total.

Waukesha County

At the time of the survey, Waukesha County had 13 public libraries, or 19 percent of the total in the Region. These included public libraries in Big Bend, Brookfield, Butler, Delafield, Elm Grove, Hartland, Menomonee Falls, Mukwonago, Muskego, North Lake, Oconomowoc, Pewaukee, and Waukesha (see Table 9). Subsequent to the survey, in September 1969, the City of New Berlin opened a new library, increasing the total number of libraries to 14.

Only two of the 13 libraries operating at the time of the survey were formally associated with other public libraries in terms of contracting services. The Brookfield and Elm Grove libraries contract with the Milwaukee Public Library for bulk long-term loans of library material, which involves the purchasing and processing of books, reciprocal borrowing, and meetings with the personnel of the Milwaukee Public Library. All of the 13 libraries have legally established library boards which are appointed by the municipal governing body.

As shown on Map 4, the primary service areas of the libraries in the county essentially cover the civil divisions in which the libraries are located. The secondary service areas extend to the various rural residential developments in and adjacent to the principal communities. The Waukesha Public Library extends its library service through secondary service areas to portions of the county in the Town of Waukesha, the Cities of New Berlin and Muskego, and the Villages of North Prairie, Wales, and Dousman. The southwestern portion of Waukesha County is without direct library service from a facility located in any of the incorporated communities, and residents do not have direct access to a library through contracts, as shown on Map 5.

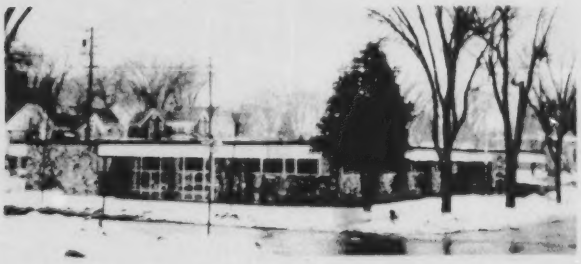
At the time of the survey, a total of 296,066 books were housed in the libraries in the county, representing 8 percent of the total in the Region, as shown in Table 11. The libraries in the county had 8 percent of the full-time equivalent staff in the Region, ranging from 1.0 employee at the Big Bend library to 14.4 employees at the Menomonee Falls library. Libraries in the county were open for varying numbers of hours during the week, ranging from eight hours at the Big Bend Public Library to nearly 70 at the Waukesha Public Library (see Table 2).

The total number of library users during the survey week was 11,563 persons, or 10 percent of the regional total. The primary reason for library use was for school assignments, according to 51 percent of the adult users. Of those who used a library, 91 percent said they used it only once. A total of 35 professional librarians are employed in Waukesha County, about 12 percent of the Region total.

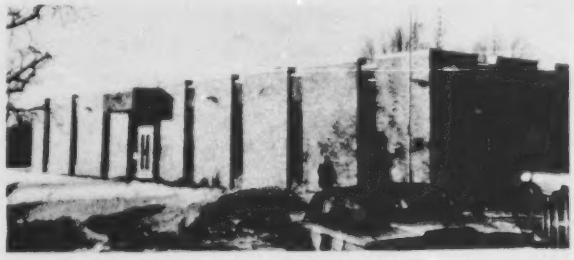
About 74 percent of those persons using the libraries said they used the automobile to travel to the library, 21 percent walked, and the remaining 5 percent used other vehicular means. About 39 percent of the users were 13 to 24 years of age, as shown in Table 14.

Big Bend Public Library: This library moved into the village hall in 1969 and shares the building with the municipal offices. The library had a seating capacity of 12 at the time of the survey, was open eight hours a week, and had one full-time equivalent employee. At the time of the survey, the library had the smallest book collection of the public libraries in Waukesha County—2,251 volumes—less than 1 percent of the county total. A total of 35 persons used the library during the survey week, less than 1 percent of total county library use. All of the persons using the library used it only once. The legal and primary services areas of the library include essentially the Village of Big Bend.

Brookfield Public Library: The Brookfield Public Library is housed in a wing of the municipal building which was built about 1958 and converted to library use in 1966. At the time of the survey the library housed a book collection of 22,717 volumes, about 8 percent of the county total. The number of library users was 1,578, about 14 percent of the county total. The majority of users used the automobile to travel to the library. The legal service area of the library includes the City of Brook-



West Bend Public Library



Big Bend Public Library

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field and all of the municipalities served by contract through the Milwaukee Public Library, while the primary service area includes essentially the city corporate area.

Butler Public Library: This library moved into a remodeled portion of the Butler Village Hall in 1969. At the time of the survey the library had the equivalent of 1.3 full-time employees, and was open 21 hours per week. The total book collection included 13,984 volumes, or 5 percent of the total. The 218 persons who used the library represented 2 percent of the county total. The method of travel to the library was almost opposite from the county pattern, with 69 percent of the users walking and 24 percent using the automobile. The legal and primary service areas of the library include the Village of Butler.

Delafield Public Library: The Delafield Public Library personnel chose not to participate in the library user survey in 1969, but did participate in a facility and services inventory. The building housing the library was originally built as a church in 1952, and was occupied by the library in 1968 after being extensively remodeled. The total book collection of the library is 15,539 volumes, 5 percent of the county total. The legal service area of the library included the City of Delafield, the Villages of Chenequa and Oconomowoc Lake, and the Town of Delafield.

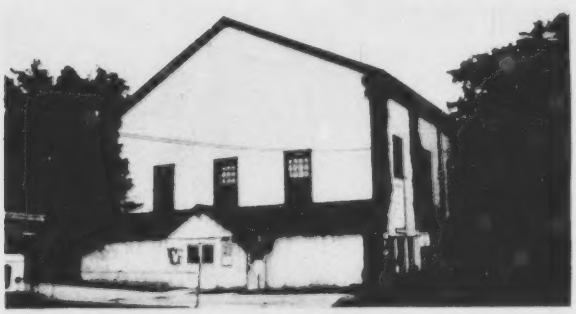
Elm Grove Public Library: This library occupied a section of the municipal building in 1962, one year after the building was constructed. The library has a total seating capacity of 23, and at the time of the survey had a book collection of 16,489 volumes, nearly 6 percent of the county total. A total of 734 persons used this facility during the survey week, 6 percent of the total county library users. The legal service area of the library includes the village as well as all communities served by the Milwaukee Public Library. The primary service area, however, includes the Village of Elm Grove and portions of the eastern part of the City of Brookfield, as shown on Map 4.

Hartland Public Library: The Hartland library in 1969 moved into larger quarters within a portion of the village hall, which was built in 1932. The library at the time of the survey had a total of 3 percent of the total book volumes in the county, or 8,545 volumes. The number of users totaled 286, or 2 percent of the county total. The legal and primary service areas include the Village of Hartland.

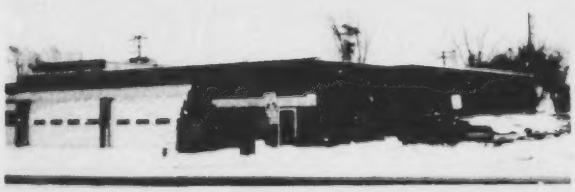
Delafield Public Library

Elm Grove Public Library

Brookfield Public Library



Hartland Public Library



Butler Public Library

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Maude Shunk Library: This public library, located in the Village of Menomonee Falls, was built and occupied for library purposes in 1967. The building is located in a commercial area as part of the village's civic center. The total book collection in the library totaled 37,585 volumes at the time of the survey, or 13 percent of the county total. The legal service area includes the Village of Menomonee Falls.

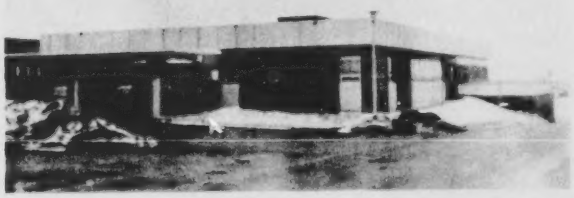
Floyd and Jessie McKenzie Public Library: Located in the Village of Mukwonago, this library is housed in an old home which was built in 1918 and occupied by the library in 1961. The library has a seating capacity of 14 persons, and was open nine hours per week. At the time of the survey the library had a total book collection of 7,264 volumes, 2 percent of the county total. It was used by 99 persons, less than 1 percent of total county library use. The legal service area includes the Village of Mukwonago and the Town of Mukwonago. The primary service area is contained primarily within the Village of Mukwonago.

Muskego Public Library: At the time of the survey, this library occupied the old city hall, which has been condemned twice and which the library was asked to vacate.[23] The building was originally built in 1927 as a town hall, and became the city hall in 1961 when the town incorporated. The library occupied its portion of the structure in 1961. At the time of the survey the total book collection was 13,565 volumes, or 5 percent of the county total, and the library was used by 450 persons, or 4 percent of the county total. The library was open 24 hours a week and had a full-time equivalent staff of 3.4 persons. The legal service area of the library includes the entire City of Muskego, while the primary service area includes only the Little Muskego Lake area.

Town Hall Library: The Town Hall Library is located in the unincorporated area of North Lake in the Town of Merton. The old town hall in the Town of Merton, originally built in the 1860s, was converted for library purposes in 1966 and has housed the library since that time. The library had, at the time of the survey, 4,499 books, or about 2 percent of the county total, and was used by 111 persons, or 1 percent of the total county

[23] *The library was moved to the new municipal building in 1972.*

Muskego Public Library



Maude Shunk Library

Town Hall Library

Floyd and Jessie McKenzie Public Library

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library users. The library was open a total of 22 hours per week, and had a staff equivalent of 2.2 full-time persons. Nearly one-third of the library users were 25 to 64 years of age, a higher percentage for this age group than for the rest of the county. The legal service area includes the Town of Merton and the Village of Merton. The primary service area includes the area immediately surrounding North Lake.

Oconomowoc Public Library: The three structures which house this library are the oldest library facilities in the Region. The three buildings were built in 1849 as adjoining retail stores. The library originally occupied one of the three buildings in 1901, and expanded into the other two stores in 1905 and 1955. The library at the time of the survey had a book collection of 58,167 volumes, or 20 percent of the county total, and was used by 1,164 persons, or 10 percent of the county total. The legal service area of the library is extensive. In addition to serving the City of Oconomowoc, the library serves the Villages of Lac LaBelle, Nashotah, and the portion of Chenequa in the North Lake and Stone Bank school district; the Towns of Oconomowoc, Summit, and the portion of Merton in the North Lake and Stone Bank school districts; and the Town of Ixonia in Jefferson County. The primary service area is essentially the City of Oconomowoc and portions of the Village of Oconomowoc Lake.

Barbara Sanborn Public Library: This library, located in the Village of Pewaukee, is located in a former church which was built in 1910 and occupied by the library in 1960. At the time of the survey the library was open 25 hours a week and had a staff equivalent of 2.6 full-time employees. The library's book collection totaled 15,660 volumes, or 5 percent of the county total. The library was used by 321 persons, or nearly 3 percent of the county total. The legal service area of the library included the Village and Town of Pewaukee and the Town of Delafield. The primary service area included the Village of Pewaukee and extended along the north side of Pewaukee Lake to several outlying residential subdivisions.

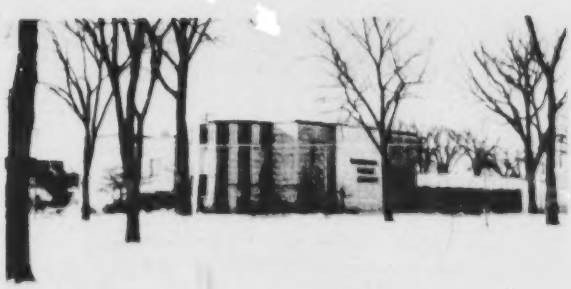
Oconomowoc Public Library

Waukesha Public Library: This library, the largest in terms of book volumes in the county, is housed in a structure originally built in 1903 as a library and extensively remodeled in 1963. The library was open 69 hours per week, the most hours of any of the county libraries, and had a staff equivalent of 14.2 full-time employees. A total of 71,342 book volumes, or 24 percent of the county total, are housed in this facility. The library was used by 3,946 persons during the survey week, or 34 percent of the county total. The library's legal service area includes the Villages of North Prairie and Wales; the Towns of Genesee, Ottawa, and Pewaukee; and the City of Waukesha. The primary service area, however, includes only the City of Waukesha.

SUMMARY

In April 1969, at the time of the first inventories of library facilities, services, and use of all public libraries in the Region, there were a total of 65 public libraries housed in permanent structures in the seven-county Region. Of these, 45 were considered main libraries, which housed the principal collection of library materials used by residents of a particular community or group of communities; and 20 were considered branch libraries,

Barbara Sanborn Public Library



Waukesha Public Library

which complemented the main libraries in the Cities of Kenosha, Milwaukee, Racine, Wauwatosa, and West Allis. In addition to the 65 libraries, 11 mobile library units were operated by the Cities of Kenosha, Milwaukee, Racine, and West Allis.

Analysis of the location of the various public libraries and branches shows that 64 percent of the permanent libraries are located in or adjacent to a major commercial center, 27 percent are located in residential areas, and 9 percent are located in or near a civic or cultural center. Only 61 percent of the libraries provided off-street parking spaces within 300 feet of the library.

The oldest structures housing a library in the Region are the three structures which house the Oconomowoc Public Library, which were originally constructed as adjoining retail stores in 1849. The newest facilities were the Big Bend and West Bend Public Libraries and the Tippecanoe Neighborhood Library of the Milwaukee Public Library, which were constructed in 1968 and 1969. The Central Library of the Milwaukee Public Library began operation in 1898, the first to begin operation in the Region.

The number of square feet of space per library in the Region ranged from 345 square feet in the Slinger Public Library at the time of the survey to 340,900 square feet in the Milwaukee Central Library. More than half (35) of the libraries had no meeting rooms, 3 had from one to three, and the Milwaukee Central Library had four. At the time of the survey, 782 persons were involved in providing library services in the Region, ranging from one full-time equivalent employee at the Slinger Public Library to 243 full-time equivalent employees in the Milwaukee Central Library, excluding maintenance personnel.

Services provided at the 65 libraries varied. The number of hours libraries were open to the public ranged from three hours per week at the Darien Public Library to a maximum of 77 hours per week at the Gilbert M. Simmons Library in the City of Kenosha. The loan period for books ranged from two to four weeks, and for other types of circulating material, about one week.

At the time of the survey, a total of 3,492,779 books were housed in the public libraries in the Region, ranging from 2,017 volumes at the Waterford Public Library to 1,988,954 volumes in the Milwaukee Public Library. Other materials housed in the libraries included periodicals, magazines, and newspapers; microform; audio tapes and phonograph records; films, filmstrips, and slides; pamphlets and picture file materials; and framed art reproductions. About 70 percent of the books in the public libraries in the Region are contained in collections of the eight main public libraries in Milwaukee County. The only libraries to have audio tapes were the main library of the Kenosha Public Library in Kenosha County and the main library of the Racine Public Library in Racine County.

The greatest percentage of regional library use (64 percent) occurred at libraries in Milwaukee County. A total of 113,414 persons used the libraries in the Region, 101,128 in person and 12,286 by phone. The primary service area for almost all libraries included only those communities in which the library is housed, with the secondary service areas extending into adjacent contract areas. About 60 percent of the trips made to public libraries in the Region were made by private car, 32 percent on foot, and 8 percent by some other vehicular means. Adults asked to rate library facilities and services generally found them to be adequate.

Chapter IV

INSTITUTIONAL AND SPECIAL LIBRARY FACILITIES, SERVICES, AND USE

INTRODUCTION

A major urban region such as southeastern Wisconsin contains certain important quasi-public and private, as well as public, libraries. In order to provide a complete inventory of all library facilities, services, and use within the Region, an inventory of all libraries located in elementary and secondary schools, higher educational institutions, government agencies, major commercial and industrial establishments, and churches was also made in 1969. At the time of the inventory, there were a total of 822 institutional and special libraries identified within the Region, including 661 elementary and secondary school libraries, 40 higher educational institution libraries, and 121 special libraries. A further detailing of these library categories as shown in Table 16 indicates that the 661 school libraries included 430 libraries in public schools and 231 libraries in nonpublic schools; the 121 special libraries included 69 organizational libraries, 33 industrial and business libraries, and 19 church libraries; and the 40 higher educational institution libraries included libraries in two- and four-year colleges or universities, technical schools, seminaries, and graduate colleges or universities.

INVENTORIES OF EXISTING ELEMENTARY AND SECONDARY SCHOOL LIBRARY STAFF, STOCK, AND USE

As part of the library surveys, each of the 943 public and nonpublic schools in the seven-county Region was contacted to determine those schools with a central library[1] which was administered as a unit and located within a specific area of the school. The reply indicated that 661, or 70 percent of the 943 public and nonpublic schools, maintained a central library. The remaining schools, while reporting no central library, indicated use of school-owned classroom collections, public libraries, or school district deposit collections to fulfill student library needs.

As shown in Table 16, approximately two-thirds of the 661 school libraries were located in public schools. Of the public school libraries, 315 were located in elementary schools and 115 were located in secondary schools. Nonpublic schools reported a total of 231 school libraries, with 197 libraries located in elementary schools and 34 libraries located in secondary schools.

School officials reporting central libraries were also requested to complete additional inventory forms regarding library operation and use in an attempt to measure accessibility to the library by the general public and school-age children, as well as to attempt to measure any effect of the use of these libraries on the use of public libraries.

A total of 475,431 students were reported enrolled in the 943 public and nonpublic elementary and secondary schools in the Region during the spring of 1969. This total included public, private, and parochial[2] schools as well as state institutions and other special-purpose schools in the Region. A total of 184 full-time school librarians provided library services in the 661 schools reporting libraries. The total enrollment of these 661 schools was 378,391 students, or 80 percent of the total enrollment that year. Of those libraries reporting, 35 percent indicated that the students used the library for recreational reading or listening enjoyment, 28 percent for research and study, 25 percent for research only, and the remaining 12 percent for study hall or special library periods.

It was also noted during the survey that many schools are changing from the traditional central library to instructional material centers, a practice which is currently being recommended in school development standards. Secondary schools are also establishing learning, or reference, centers separate from the traditional central library, which include book and audio-visual material collections directly related to a particular curriculum and which are located in or near classrooms where the subjects are taught. The special subject collections are maintained and kept current through the curriculum department involved working with the central library. A total of 89 schools reported maintaining separate reference centers as part of their science, mathematics, language, or social studies programs, in addition to the traditional central libraries.

The total number of book volumes housed in the schools at the time of the inventory was 2,082,382, ranging from 78,295 volumes in Washington County to 1,166,578 volumes in Milwaukee County. A total of 1,721,598 volumes were located in libraries in public schools, and 360,784 volumes were located in libraries in nonpublic schools. Other materials reported in the library collections, as shown in Table 17, included 13,304 periodical and magazine subscriptions, 766 newspaper subscriptions, 1,192 microform items, 44,888 audio tapes and phonograph records, and 178,267 filmstrips and slides.

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[1] *For purposes of this study, instructional material centers are considered central libraries since they contain the usual library materials and function as central libraries.*

[2] *In this study, parochial schools include schools maintained by a church or religious organization.*

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Table 16

NUMBER OF INSTITUTIONAL AND SPECIAL LIBRARY FACILITIES IN THE REGION BY COUNTY: APRIL 1969

County	Total Facilities	Type of Library Facility											
		Special[a]				Higher Educational Institution[c]	School[d]						
							Public			Nonpublic			
		Church	Organizational[b]	Industrial and Business	Subtotal		Secondary	Elementary	Subtotal	Secondary	Elementary	Subtotal	Subtotal
Kenosha	69	1	10	1	12	4	8	31	39	2	12	14	53
Milwaukee	414	9	41	26	76	18	57	126	183	21	116	137	320
Ozaukee	31	0	1	0	1	2	5	11	16	1	11	12	28
Racine	95	3	6	6	15	7	14	38	52	4	17	21	73
Walworth	44	3	3	0	6	1	6	23	29	2	6	8	37
Washington	37	0	2	0	2	2	7	16	23	0	10	10	33
Waukesha	132	3	6	0	9	6	18	70	88	4	25	29	117
Region	822	19	69	33	121	40	115	315	430	34	197	231	661

[a] Only special libraries having 500 or more volumes were included in the survey.

[b] Includes organizations such as the YMCA, YWCA, Girl Scouts, and Southeastern Wisconsin Regional Planning Commission.

[c] Higher educational institutions include colleges, universities, vocational training schools, and seminaries.

[d] The total number of schools contacted was 943, of which 661 reported they maintained a central library.

Source: SEWRPC.

Information was also gathered concerning the relative accessibility of the library materials for use by students as well as nonstudents during school and nonschool hours. Approximately 323 of the 661 schools provided information on nonstudent use of the school libraries and indicated that nonstudents could use the school library during the academic year, primarily during hours when the school building was open. Nearly 14 percent of the schools which responded indicated that only persons living within the boundaries of the school district could use the school library, while 42 percent of the 323 libraries reported that the libraries could be used during the summer, primarily by teachers or students enrolled in a summer school program. The detailed school library operation and use inventory included in the regional library planning program was an attempt to determine the levels of accessibility to school libraries and how the school regulations might potentially affect public library use. A copy of each elementary and secondary school library inventory form is included in Appendix B of this report.

Kenosha County

At the time of the 1969 inventories, a total of 53 elementary and secondary schools, or 8 percent of the 661 such schools with central libraries, were located in Kenosha County. The 53 schools reporting libraries in Kenosha County included 39 public and 14 nonpublic schools (see Table 16). The public schools included 31 elementary and 8 secondary schools, while the nonpublic schools include 12 elementary and 2 secondary schools. A total of seven full-time professional library staff were reported associated with the school libraries, including two in public secondary schools, two in public elementary schools, and three in nonpublic secondary schools. In addition to the full-time professional librarians, additional library help was provided utilizing teacher aides or volunteer student and/or adult workers to staff the various libraries.

The total collection housed in the school libraries of Kenosha County at the time of the inventory included 94,983 books, 392 periodical and magazine subscriptions, 47 newspaper subscriptions, 5 microform items, 2,568 audio tapes or phonograph records, and 6,876 filmstrips and slides (see Table 17). Of the total 94,983 book volumes in the school library collections, the public secondary school libraries owned 22,858 volumes, or 24 percent; the public elementary school libraries owned 41,826 volumes, or 44 percent; the nonpublic secondary school libraries owned 23,443 volumes, or 25 percent; and the nonpublic elementary schools owned 6,856 volumes, or 7 percent.

In surveying the use of the school library facilities by the public during the academic year, it was found that only one library indicated that the library could be used by residents not directly associated with the school at any time during nonschool hours. In addition, five public elementary schools and one nonpublic secondary school indicated that residents not directly associated with the school could use the library facilities during the academic school year any time the school building was open.

Restrictions governing use of the school libraries by the public during the academic year included: 1) only persons living within the boundaries of the school district, 2) only students attending public school in the district, and 3) only students attending school in the district who had made special arrangements to use the school libraries. Some use of the school library facilities during

Table 17

MATERIAL STOCK IN SCHOOL LIBRARIES IN THE REGION BY COUNTY: 1969

County and Type of School	Books		Periodicals, Magazines		Newspapers		Microform		Audio Tapes, Phonograph Records		Films, Filmstrips, Slides		Shelf Feet of Pamphlet and Picture File Material[a]		Other[b]	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Kenosha	94,983	100.0	392	100.0	47	100.0	5	100.0	2,568	100.0	6,876	100.0	59.0	100.0	1,520	100.0
Public	64,684	68.1	251	64.0	16	34.0	0	0.0	1,688	65.7	5,659	82.3	42.0	71.2	1,470	96.7
Nonpublic	30,299	31.8	141	36.0	31	66.0	5	100.0	880	34.3	1,217	17.7	17.0	28.8	50	3.3
Milwaukee	1,166,578	100.0	6,277	100.0	333	100.0	287	100.0	23,652	100.0	57,078	100.0	2,431.0	100.0	12,226	100.0
Public	968,819	83.0	5,232	83.3	234	70.3	280	97.6	16,374	69.2	43,037	75.4	1,895.5	77.9	9,657	79.0
Nonpublic	198,759	17.0	1,045	16.7	99	29.7	7	2.4	7,278	30.8	14,041	24.6	535.5	22.1	2,569	21.0
Ozaukee	83,356	100.0	644	100.0	40	100.0	23	100.0	1,483	100.0	6,058	100.0	265.5	100.0	247	100.0
Public	68,951	82.7	590	91.6	40	100.0	23	100.0	1,307	88.1	5,473	90.3	265.5	100.0	247	100.0
Nonpublic	14,405	17.3	54	8.4	0	0.0	0	0.0	176	11.9	585	9.7	0.0	0.0	0	0.0
Racine	204,983	100.0	1,191	100.0	75	100.0	18	100.0	3,283	100.0	10,942	100.0	254.0	100.0	469	100.0
Public	151,149	73.7	854	71.7	30	40.0	18	100.0	2,001	60.9	8,166	74.6	136.0	53.5	156	33.3
Nonpublic	53,834	26.3	337	28.3	45	60.0	0	0.0	1,282	39.1	2,776	25.4	118.0	46.5	313	66.7
Walworth	79,580	100.0	636	100.0	38	100.0	90	100.0	1,934	100.0	10,328	100.0	213.0	100.0	924	100.0
Public	76,673	96.3	629	98.9	38	100.0	90	100.0	1,904	98.4	10,279	99.5	213.0	100.0	924	100.0
Nonpublic	2,907	3.7	7	1.1	0	0.0	0	0.0	30	1.6	49	0.5	0.0	0.0	0	0.0
Washington	78,295	100.0	803	100.0	63	100.0	6	100.0	1,957	100.0	6,322	100.0	104.5	100.0	1,130	100.0
Public	70,398	89.9	782	97.4	62	98.4	6	100.0	1,503	76.8	5,833	92.3	99.5	95.2	1,120	99.1
Nonpublic	7,897	10.1	21	2.6	1	1.6	0	0.0	454	23.2	489	7.7	5.0	4.8	10	0.9
Waukesha	373,607	100.0	3,361	100.0	170	100.0	763	100.0	10,011	100.0	30,663	100.0	1,241.5	100.0	3,890	100.0
Public	320,924	85.9	3,038	90.4	148	87.1	744	97.5	8,024	80.1	24,581	80.2	918.5	74.0	3,405	87.5
Nonpublic	52,683	14.1	323	9.6	22	12.9	19	2.5	1,987	19.9	6,082	19.8	323.0	26.0	485	12.5
Region	2,082,782	100.0	13,304	100.0	766	100.0	1,192	100.0	44,88b	100.0	128,267	100.0	4,568.5	100.0	20,406	100.0
Public	1,721,598	82.7	11,376	85.5	568	74.2	1,161	97.4	32,801	73.1	103,028	80.3	3,570.0	78.1	16,979	83.2
Nonpublic	360,784	17.3	1,928	14.5	198	25.8	31	2.6	12,087	26.9	25,239	19.7	998.5	21.9	3,427	16.8

[a]Pamphlet file--23 items equal one foot; picture file--305 items equal one foot.

[b]Includes globes, teaching aids, art materials, and maps.

Source: SEWRPC

the summer months was also indicated, and generally included use by teachers and students enrolled in summer school programs and use by students attending schools and living in the particular school district. Actual student use of the libraries was reported as research and recreational reading and listening enjoyment.

Milwaukee County

At the time of the library inventories in 1969, a total of 320 elementary and secondary schools, or 48 percent of the total 661 schools with central libraries, were located in Milwaukee County. The 320 schools reporting libraries in Milwaukee County included 183 public schools and 137 nonpublic schools (see Table 16). The 183 public schools included 126 elementary and 57 secondary schools, while the nonpublic schools included 116 elementary and 21 secondary schools. Of the 320 schools reporting libraries within Milwaukee County, 52, or 16 percent, indicated the school library could be open for use without providing access to the rest of the school building. These included 12 public secondary schools, 22 public elementary schools, and 18 nonpublic elementary schools.

Of the 320 schools within Milwaukee County identified as having a central library, 180 schools were located within the City of Milwaukee and included 96 nonpublic and 84 public schools. The public schools reported 52 elementary schools and 32 secondary schools with libraries, and the nonpublic schools reported 82 elementary and 14 secondary schools with libraries.

A total of 97 full-time professional library staff were reported associated with the school libraries, including 46 in public secondary schools, 35 in public elementary schools, 9 in nonpublic secondary schools, and 7 in nonpublic elementary schools. In addition to the full-time professional librarians, additional library help was provided utilizing teacher aides or volunteer student and/or adult workers to staff the various libraries.

The total collection housed in the school libraries of Milwaukee County at the time of the inventory included 1,166,578 books, 6,277 periodical and magazine subscriptions, 333 newspaper subscriptions, 287 microform items, 23,652 audio tapes and phonograph records, 57,078 filmstrips and slides, 2,431 pamphlet file materials, and 12,226 other items. Of the 1,166,578 book volumes in the school library collections, the public secondary school libraries owned 476,332 volumes, or 41 percent; the public elementary school libraries owned 492,487 volumes, or 42 percent; the nonpublic secondary school libraries owned 63,066 volumes, or 5 percent; and the nonpublic elementary schools owned 135,693 volumes, or 12 percent.

In surveying the use of school library facilities by the public during the academic year, it was found that nine indicated that the library could be used by residents not directly associated with the school at any time during nonschool hours. Only one public secondary school indicated that the library could be used by the public any time except during the regular school hours. Three public elementary schools and one nonpublic school indicated that the library could be used by the public any time except during the regular school hours, and four nonpublic elementary schools indicated the library could be used by persons not directly associated with the school any time except during the regular school hours. In addition, 20 schools—9 public and 11 nonpublic—indicated that residents not directly associated with the school could use the library facilities during the academic year any time the school building was open.

Restrictions governing use by the public included: 1) only persons living within the boundaries of the school district, 2) only students living within the school district, 3) only students attending public schools in the school district, and 4) only students attending schools which have made arrangements to use the library. Twenty-four libraries indicated specific use privileges for teachers from the school district, for parents, former teachers, former students, those involved in projects such as scouting, or parishioners or members of the church affiliated with the parochial schools. Actual student use of the libraries was reported primarily for recreational reading and listening enjoyment and research.

Ozaukee County

At the time of the library inventories in 1969, a total of 28 elementary and secondary schools, or 4 percent of the 661 schools with central libraries, were located in Ozaukee County. The 28 schools reporting libraries in Ozaukee County included 16 public schools and 12 nonpublic schools (see Table 16). The public schools included 11 elementary schools and five secondary schools, while the nonpublic schools included 11 elementary schools and one secondary school. A total of eight professional full-time library staff were reported associated with the school libraries, including five in public secondary schools and three in public elementary schools. In addition to the full-time professional librarians, additional library help was provided utilizing teacher aides or volunteer student and/or adult workers to staff the various libraries. The nonpublic schools reported no professional librarians employed in their school libraries.

The total collection housed in the school libraries in Ozaukee County at the time of the inventory included 83,356 books, 644 periodical and magazine subscriptions, 40 newspaper subscriptions, and 23 microform items. Audio tapes, filmstrips, and slides and picture materials were also included. Of the 83,356 book volumes in the school library collections, the public secondary school libraries owned 34,875 volumes, or 42 percent; the public elementary school libraries owned 34,076 volumes, or 41 percent; and the nonpublic elementary schools owned 14,405 volumes, or 17 percent.

In surveying the use of the school library facilities by the public during the academic year, it was found that two indicated that the library could be used by residents not directly associated with the school at any time during nonschool hours. One public secondary school and one public elementary school indicated that the library could be used by anyone during school hours. None of the nonpublic schools allowed library use by nonstudents during school hours. Five libraries, including three in secondary schools and two in elementary schools, indicated that persons other than students could use the library any time the school was open, but none of the nonpublic schools indicated any outside use of the library was available. Three schools indicated that school libraries could be used during regular school hours when it is convenient to those in charge of the library.

Restrictions governing use by the public included: 1) only persons living within the school district, or 2) only students living within the school district. Five schools indicated that no one other than students could use the library during the school year. One elementary school indicated that the library facilities were used during the summer months, and this use included only teachers and students of the school. Three secondary school libraries indicated anyone living in the school district could use the school library during the summer months. Actual student use of the libraries was primarily for recreational reading and listening enjoyment and for research and studying.

Racine County

At the time of the library inventories in 1969, a total of 73 elementary and secondary schools, or 11 percent of the 661 schools with central libraries, were located in Racine County. The 73 schools reporting libraries in Racine County included 52 public schools and 21 nonpublic schools (see Table 16). The public schools included 38 elementary schools and 14 secondary schools, while the nonpublic schools included 17 elementary schools and 4 secondary schools. A total of 20 full-time professional library staff were reported associated with school libraries, including 8 in public secondary schools, 8 in public elementary schools, 2 in nonpublic secondary schools, and 2 in nonpublic elemen-

tary schools. In addition to the full-time professional librarians, additional library help was provided by the part-time teaching staff, nonprofessional paid staff, and/or adult and student volunteers.

The total collection housed in the school libraries in Racine County at the time of the inventory included 204,983 books, 1,191 periodical and magazine subscriptions, 75 newspaper subscriptions, 18 microform items, 3,283 audio tapes and phonograph records, 10,942 filmstrips and slides, and 469 other materials. Of the 204,983 book volumes in the school library collections, the public secondary school libraries owned 68,362 volumes, or 33 percent; the public elementary school libraries owned 82,787 volumes, or 40 percent; the nonpublic secondary school libraries owned 21,613 volumes, or 10 percent; and the nonpublic elementary schools owned 32,221 volumes, or 16 percent.

In surveying the use of the school library facilities by the public during the academic year, it was found that three libraries indicated the library could be used by residents not directly associated with the school any time during regular school hours, nine indicated use any time the building was open, and three indicated use by the public upon special request.

Restrictions governing use by the public of school libraries during the academic year included: 1) only persons living within the school district boundary, 2) only school students living within the district, and 3) only students attending the schools who had made specific arrangements to use the school's library. Use of the library facilities during the summer months was restricted to students and teachers enrolled in summer school programs or living within the school district, or to faculty or students with particular assignments during the summer who made special arrangements to use the library. Actual student use of the libraries was primarily for recreational reading and listening enjoyment, research, and studying.

Walworth County

At the time of the inventories in 1969, a total of 37 elementary and secondary schools, or 6 percent of the 661 schools with central libraries, were located in Walworth County. The 37 schools reporting libraries in Walworth County included 29 public schools and 8 nonpublic schools (see Table 16). The public schools included 23 elementary schools and 6 secondary schools, while the nonpublic schools included 6 elementary schools and 2 secondary schools. A total of eight full-time professional library staff were reported associated with the school libraries, including five in public secondary schools and three in public elementary schools. The nonpublic schools reported no professional librarians. In addition to the full-time professional librarians, additional help was provided utilizing part-time adult or student volunteers or teachers to staff the various libraries.

The total collection housed in the school libraries in Walworth County at the time of the inventory included 79,580 books, 636 periodical and magazine subscriptions, 38 newspaper subscriptions, 90 microform items, 1,934 audio tapes and phonograph records, and 10,328 filmstrips and slides. Of the 79,580 book volumes in the school library collections, the public secondary school library owned 47,099 volumes, or 59 percent; the public elementary school libraries owned 29,574 volumes, or 37 percent; and the nonpublic elementary schools owned 2,907 volumes, or 4 percent.

In surveying the use of school library facilities by the public during the academic year, it was found that no libraries allowed use by nonstudents during the regular school hours. Six schools indicated that residents not directly associated with the school could use the library facilities during any other time the school building was open, with four indicating use of the library was governed by the presence of a librarian or staff member. Seven schools indicated that anyone could use the library during the academic year.

Restrictions governing use of the libraries by the public included: 1) only persons living within the boundaries of the school district, or 2) only the students attending a public school within the school district. Other special arrangements included individuals or community groups and teachers within the individual school districts making special arrangements to use the library.

Use of the Walworth County school libraries in the summer months was limited to teachers and students enrolled in the school summer program or anyone residing within the school district. Actual student use of the libraries was divided between pleasure reading and listening enjoyment and research and studying.

Washington County

At the time of the library inventories in 1969, a total of 33 elementary and secondary schools, or 5 percent of the 661 schools with central libraries, were located in Washington County. The 33 schools reporting libraries in Washington County included 23 public schools and 10 nonpublic schools (see Table 16). The public schools included 16 elementary schools and 7 secondary schools, while the nonpublic schools included 10 elementary schools. A total of nine full-time professional library staff were reported associated with the school libraries, including five in public secondary schools and four in public elementary schools.

The total collection housed in the school libraries in Washington County at the time of the inventory included 78,295 books, 803 periodical and magazine subscriptions, 63 newspaper subscriptions, 6 microform items, 1,957 audio tapes and phonograph records, and 6,322 filmstrips and slides. Of the 78,295 volumes in the school library collections, the public secondary school library owned 35,985 volumes, or 46 percent; the public elementary school libraries owned 34,413 volumes, or 44 percent; and the nonpublic elementary schools owned 7,897 volumes, or 10 percent.

In surveying the use of the school library facilities by the public during the academic year, it was found that only one library indicated nonstudents could use the library

during the school hours; three indicated use any time the school was open; and six indicated use any time a staff member was present or by special request, appointment, or arrangement.

Restrictions governing use of libraries by the public during the academic year included: 1) use by anyone, 2) only persons living within the boundaries of the school district, 3) only students living within the school district, 4) only students attending the public schools within the school district, and 5) students attending schools making special arrangements to use the library.

Use of the Washington County library facilities during the summer months ranged from use only by the teachers and students enrolled in the school summer program to anyone living in the district. Two libraries had special arrangements for summer use, indicating that the facilities could be used only by teachers making a special appointment. Actual student use of the libraries was primarily for research and studying, and recreational reading and listening enjoyment.

Waukesha County

At the time of the library inventories in 1969, a total of 117 elementary and secondary schools, or 18 percent of the 661 schools with central libraries, were located in Waukesha County. The 117 schools reporting libraries in Waukesha County included 88 public schools and 29 nonpublic schools (see Table 16). The public schools included 70 elementary schools and 18 secondary schools, while the nonpublic schools included 25 elementary schools and 4 secondary schools. A total of 35 full-time professional library staff were reported associated with the school libraries, including 15 in public secondary schools, 18 in public elementary schools, and 2 in nonpublic secondary schools. In addition to the full-time professional librarians, additional help was provided utilizing part-time teaching aides, staff, and adult and student volunteers.

The total collection housed in the school libraries in Waukesha County at the time of the inventory included 373,607 books, 3,361 periodical and magazine subscriptions, 170 newspaper subscriptions, 763 microform items, 10,011 audio tapes and phonograph records, and 30,663 filmstrips and slides. Of the 373,607 volumes in the school library collections, the public secondary school libraries owned 162,461 volumes, or 44 percent; the public elementary school libraries owned 158,463 books, or 42 percent; the nonpublic secondary school libraries owned 25,362 volumes, or 7 percent; and the nonpublic elementary schools owned 27,321 volumes, or 7 percent.

In surveying the use of the school library facilities by the public during the academic year, it was found that 5 libraries indicated nonstudents could use the library during the school hours, 18 indicated use any time the school was open, and 6 indicated that use was by special arrangement.

Restrictions governing the use of the libraries by the public included: 1) only persons living within the boundaries of the school district, 2) only students living within the school district, 3) only students attending public school in the school district, or 4) use by special arrangement. There were also some occasions where parents, alumnae, college students home on vacation, or special groups could use the library facilities in the schools.

Although several library facilities of the Waukesha County schools were being used during the summer, summer use was restricted to students and teachers enrolled in summer school programs, teachers and students of the school, students living and attending school within the school district, and anyone living in the school district. One school indicated that special library use was allowed, by arrangement, for students and parents living within the district. Actual student use of the libraries was divided between research and recreational reading and listening enjoyment.

Summary—Elementary and Secondary School Libraries

There were a total of 661 school libraries identified within the Region in 1969, employing a total of 184 professional librarians. Of these, 114 indicated that the library was particularly strong in specific areas of interest or subject fields, including science (69), social studies (51), history (28), and biography (22). The libraries are generally not being used for study halls, with only 55 school libraries in the Region indicating study hall use.

Student use of the school libraries was recorded as follows: 118 libraries were used mainly for research by using the school library materials; two libraries were used mainly as a study hall, using the students' materials; 139 indicated use for both research and studying on approximately an equal basis; and 163 indicated use mainly for recreational reading or listening enjoyment. In addition, 30 school libraries indicated special library use, such as students being assigned to the library for story hours or extra classroom help.

The size of the collection within the libraries totaled 2,082,382 books, 13,304 periodical and magazine subscriptions, 766 newspaper subscriptions, 1,192 pieces of microform, 44,888 audio tapes and phonograph records, and 128,267 filmstrips or slides. The book circulation reported by the libraries during the 1968-1969 school year totaled 3,652,989.

Overall use of the school libraries by nonstudents during the academic year was recorded as follows: 21 school libraries allowing use of the library any time during regular school hours; 79 indicated use any time the school building was open; 37 indicated use upon request or limited use to the hours the librarian was on duty. A total of 145 school libraries indicated that the question on nonstudent use of the school library was not applicable to their school.

Restrictions governing use of the library facilities by the public included: 1) anyone, 2) only persons living within the school district, 3) only students living within the school district, 4) only students attending public schools

within the school district, 5) only students attending school who had made arrangements to use the library, and 6) only upon specific request or arrangement by parents, alumnae, or college students making special use of the school libraries.

Restrictions on summer use of the library facilities included: 1) only teachers and students enrolled in summer school programs, 2) only the students and teachers in the school, 3) only students attending public school in the school district, 4) any students living in or attending school within the school district, or 5) anyone living within the school district. Twenty-four school libraries gave other restrictions, such as use by special arrangement; use restricted to teachers, faculty, or returning upper classmen; or use for special projects and assignments.

INVENTORIES OF HIGHER EDUCATIONAL INSTITUTION LIBRARIES

At the time of the library inventory in 1969, there were 54 higher educational institutions identified within the Region.[3] Forty of the higher educational institutions, including seminaries, vocational and technical institutions, business colleges, two-year colleges or universities, and undergraduate colleges or universities, reported having central library facilities (see Table 16).

Five of the libraries are housed in separate library buildings, including the Marquette University Library in Milwaukee, the Sacred Heart Scholasticate Library in Hales Corners, the University of Wisconsin-Milwaukee (UWM) Library in Milwaukee, the Wisconsin State University-Whitewater Library in Whitewater, and the Carroll College Library in Waukesha. The remaining 35 libraries reported sharing quarters with other academic offices, classrooms, or laboratories. Of the libraries reporting sharing their facilities, seven, or 20 percent, indicated a separate outside entrance was available leading directly into the library portion of the multi-purpose building.

A total of 22 libraries reported that the public could use materials within the main library, and 13 libraries indicated that the public could borrow material from the main library. Some restrictions were placed on borrowing materials, including being a resident of a defined geographic area or having a certain occupation. Fourteen libraries said that the library loaned or reproduced library material on request by other libraries. Fifteen libraries indicated that materials were borrowed from other libraries under special agreements. Such agreements included agreements within the University of Wisconsin system; between the various Vocational-Technical and Adult Districts; between the members of a group of education libraries known as the Waukesha Academic Library Union; and between the foregoing and the Milwaukee Public Library.

Those higher educational institution libraries returning questionnaires on the overall operation of the library reported a total of 84 professional librarians holding professional staff positions at the time of the inventory. Special collections housed within these libraries ranged from Shakespeare to music and theology. The Kenosha Technical Institute[4] Library indicated the use of a closed-circuit TV system for library orientation. In addition, the Marquette University, UWM, and Whitewater State University Libraries indicated use of computerized listings of serial holdings. UWM planned to begin operation of a computerized circulation system in 1970. The size of the collection in the libraries which returned information totaled 1,463,467 book volumes, in addition to 23,427 periodical titles, 273 newspaper subscriptions, 28,842 phonograph records, 7,435 filmstrips, 363,602 microform items, 4,819 pieces of sheet music, as well as maps, government documents, and globes.

Seven libraries reported new library building construction programmed for the 1971 through 1975 period, including Marquette University; the Medical College of Wisconsin, formerly the Marquette University School of Medicine; Milwaukee School of Engineering; Milwaukee Technical College; Mount Mary College; UWM; and Wisconsin State University-Whitewater. In addition to the new facility construction, six libraries reported planned expansion of library space by more than 10 percent, including the Kenosha Technical Institute, Concordia College, Marquette University, Wisconsin College Conservatory, and Holy Redeemer College in Racine County. Eleven colleges indicated plans to increase the depth of subject area collections through a greater than normal rate of material acquisition. Ten colleges indicated acquisition programs to add new subjects, seven indicated expansion of audio-visual material collections, and nine indicated the addition of more types of audio-visual materials. A copy of the higher educational institution library inventory form is included in Appendix B of this report.

Kenosha County

A total of four higher educational institutions existed within Kenosha County at the time of the inventories, including Carthage College, the Kenosha Technical Institute, the University of Wisconsin-Parkside, and the University of Wisconsin-Parkside, Kenosha Branch. All four institutions have libraries, and the library materials can be used by the public within the library. None of the libraries is located in a separate library structure; however, the Kenosha Technical Institute Library has an outside entrance leading directly into the library. Of the four institutions operating within Kenosha County, only Carthage College and Kenosha Technical Institute indicated the public could borrow materials from the main library.

The Kenosha Technical Institute employs two professional librarians, and the library has a seating capacity for 155 library users. The library has strong collections in

[3] *The business, secretarial, and special "commercial" schools contacted reported no libraries and were, therefore, not included in this category.*

[4] *The Kenosha Technical Institute was renamed Gateway Technical Institute subsequent to the 1969 inventories.*

the areas of law enforcement, horticulture, interior decorating, marketing, and health occupations. The Kenosha Technical Institute Library also uses closed-circuit TV for orientation in the use of the library. The library has no restrictions on use by the general public within the library; however, only a resident of the school district can borrow material from the library. The library reproduces material on request for other libraries, such as the Gilbert M. Simmons Public Library in Kenosha or UW-Parkside; and the library receives materials from the UW Campuses in Madison and Milwaukee, the Gilbert M. Simmons Public Library, and the Carthage College and Marquette University libraries. Reciprocal borrowing agreements for faculty and students are available with the Gilbert M. Simmons Library, Carthage College, the Kenosha Unified School District, and UW-Parkside.

Milwaukee County

A total of 24 higher educational institutions existed within Milwaukee County at the time of the inventories. Eighteen indicated central or main libraries, with 10 reporting the public could use the materials within the library and seven reporting the public could borrow materials from the main library. Marquette University had some borrowing restrictions, including restricting borrowing to a student or faculty member of a neighboring institution, to a member of a religious order, or to a business or professional person. Three institutions indicated that the library was housed in a separate structure, including the Marquette University Library, the Sacred Heart Scholasticate Library, and the UWM Library. In addition, three institutions indicated the presence of separate outside entrances leading directly into the library, including the Alverno College Library, the Concordia College Library, and the Medical College of Wisconsin Library.

Eleven libraries within the county returned additional information on the libraries. A total of 56 professional librarians were employed within the libraries at the time of the survey. The libraries reported a total library user seating capacity of 4,574, with the two largest library facilities being the UWM Library, with a seating capacity of 2,080 persons, and the Marquette University Library, with a seating capacity of 1,209 persons. The Marquette University Library also reported use of computerized serials' record keeping.

The collections housed in the Milwaukee County higher educational institution libraries totaled 1,202,705 volumes, ranging from Shakespeare to theology, and also included several medical and engineering collections.

Ozaukee County

A total of three higher educational institutions existed within Ozaukee County at the time of the inventories, including Notre Dame of the Lake, Port Washington Vocational and Adult School, and Wisconsin Lutheran Seminary. Only Notre Dame of the Lake and Wisconsin Lutheran Seminary indicated having a central library, but neither library was housed in a separate structure nor were there outside entrances providing direct access to the library area.

No additional questionnaires were returned from the libraries regarding general use of the libraries, public use of the libraries, number of staff positions, or the size of the collections that were currently housed in these two existing libraries.

Racine County

A total of nine higher educational institutions existed within Racine County at the time of the inventories, with seven institutions reporting a central library. Only Holy Redeemer College in the Town of Dover returned the survey questionnaire and reported that the public could use the materials within the library, but could not borrow library material from the library. A total of 18,000 book volumes were reported housed within the library, which includes a special collection on theology and philosophy. The library has a seating capacity for 50 library patrons and is staffed with one full-time professional librarian. Plans for expanding library material stock at least 10 percent by increasing the depth of subject materials and adding new subject areas were indicated. Reciprocal agreements for borrowing materials existed with Dominican College and Marquette University, but were limited to receiving materials and reproducing materials available within the Dominican and Marquette libraries.

Walworth County

A total of two higher educational institutions existed within Walworth County at the time of the inventories, including the Wisconsin State University at Whitewater, which reported having a library, and the George Williams College in Williams Bay, which reported having no library.

The Wisconsin State University at Whitewater indicated that 22 professional librarians were employed at the library, and that the library had an existing seating capacity for 1,123 library patrons. Special collections on business education, business administration, general education, history, and biology are included within the library. Whitewater State University indicated use of a computerized serial record-keeping system and use of a camera for cataloging all library information. A new building was to be constructed during 1970 and an increase in the depth of subject collections and expansion of the audio-visual materials and equipment is underway. The collection housed within the Whitewater State University includes 181,000 book volumes, in addition to periodicals, newspapers, phonograph records, film, microfilm items, and government documents. Whitewater State University Library indicated the public could use the library materials, but only Wisconsin residents could borrow materials from the library. The library loans and reproduces materials for other colleges, such as Milton College, Beloit College, and the University of Wisconsin-Rock County Campus, and borrows materials from the University of Wisconsin and the University of Illinois libraries. A reciprocal borrowing agreement with the University of Wisconsin Library and the union catalog listing of the Wisconsin State Universities is also used.

Washington County

A total of three higher educational institutions existed within Washington County at the time of the inventories, including the Hartford Vocational School, the University of Wisconsin-Washington County Campus, and the West Bend Vocational School. The UW-Washington County Campus and the West Bend Vocational School reported having central libraries which were not located in separate structures. The UW-Washington County Campus does have an outside entrance leading directly into the library.

The UW-Washington County Campus has a professional librarian at the library, and provides information to faculty and students within the framework of the UW library system. The collection consists of approximately 21,000 book volumes, plus 250 periodicals, 20 newspaper subscriptions, good microfilm coverage of periodical back files, a record collection, and filmstrips. The library may be used by persons residing in the Kettle Moraine area. Nonstudents are asked to register with the library to borrow materials, but anyone may use library materials within the confines of the library.

The West Bend Vocational School, now called Moraine Park Technical Institute, indicated that the library had no full-time professional librarian. The library has a seating capacity for 19 library patrons, and has collection specialties in business education, marketing, machine drafting, and machine trades. Use of the library is restricted to persons over 16 years of age. The library loans, reproduces materials, and borrows materials from other libraries, and has a reciprocal borrowing agreement with the Vocational-Technical Adult Education District No. 10.

Waukesha County

A total of nine higher educational institutions existed within Waukesha County at the time of the inventories, six of which reported having central libraries. The six included Carroll College in Waukesha, Mount St. Paul College[5] in Waukesha, Nashotah House in Nashotah, St. Columban's College and Seminary in Oconomowoc, the University of Wisconsin-Waukesha, and Waukesha County Technical Institute. Only Carroll College indicated the library was housed in a separate structure. The other five institutions indicated the library was housed with other departments in classroom buildings. Mount St. Paul College and Nashotah House, however, indicated outside entrances were available leading into the library. Carroll College, Mount St. Paul, St. Columban's, UW-Waukesha, and the Waukesha County Technical Institute all indicated that the use of the library materials was available to the public. However, only Mount St. Paul and the Waukesha County Technical Institute indicated that material could be borrowed from the library, and the Waukesha County Technical Institute reported a 16 years or older age restriction on borrowing of materials.

[5]*Subsequent to the surveys in 1969, Mount St. Paul College merged with the College of Racine and moved to Racine County.*

Only Mount St. Paul College in Waukesha and St. Columban's College and Seminary in Oconomowoc returned additional information on facilities and types of materials housed in the libraries. Mount St. Paul College reported two professional librarians and St. Columban's indicated it had one professional librarian. Mount St. Paul's library had a seating capacity of 70 library patrons and St. Columban's had seating capacity for 48 library patrons. Mount St. Paul indicated special collections, including philosophy, drama, secondary education, and theology; and St. Columban's College reported a specialty collection in Latin. At the time of the survey, Mount St. Paul College indicated plans to build a new library building in 1971. However, since the survey, Mount St. Paul College has ceased to operate its Waukesha campus. St. Columban's College reported no plans for expansion. A total of 23,425 book volumes were reported in the Mount St. Paul College Library collection; St. Columban's reported 9,898 book volumes housed in its library.

Summary—Higher Educational Institution Libraries

The total book collection housed in higher educational institution libraries within the Region totaled 1,463,467 volumes, of which 1,202,705 volumes were housed in Milwaukee County; 181,000 volumes were housed in Walworth County; 33,323 volumes were housed in Waukesha County; 21,000 volumes were housed in Washington County, 18,000 volumes were housed in Racine County; and 7,439 volumes were housed in Kenosha County (see Table 18).

The Marquette University Library had the highest number of volumes recorded with 486,035, or 33 percent of the total higher education collection; the UWM Library had 337,637 volumes, or 23 percent; and the Wisconsin State University-Whitewater Library had 181,000 volumes, or 12 percent of the total collection in the higher education libraries.

Of the libraries returning questionnaires on the use of the library, 16 responded that the general public could use library materials within the library and 12 indicated that the general public could borrow materials from the library. Fourteen libraries indicated some reciprocal borrowing with other libraries, and 15 indicated borrowing materials from other libraries. Eighty-four professional librarians were reported as staff for these higher education institution libraries. Six libraries indicated internal expansion of the library, and seven libraries indicated construction of new library buildings.

The Waukesha Academic Library Union, including Carroll College, Nashotah House, Mount St. Paul College, and UW-Waukesha, and contract agreements for reciprocal borrowing privileges between academic libraries. This was a unique arrangement for the four colleges situated in central Waukesha County. Additional special borrowing agreements were also reported within the Wisconsin State University System, the vocational and adult education districts, and Milwaukee and Kenosha Counties.

Table 18

MATERIAL STOCK IN HIGHER EDUCATIONAL INSTITUTION LIBRARIES[a] IN THE REGION BY COUNTY: 1969

County and Institution[a]	Books		Periodicals		Newspapers		Vertical File (in feet)	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Kenosha County	7,439	100.0	358	100.0	19	100.0	1,020	100.0
Kenosha Technical Institute[c]	7,439	100.0	358	100.0	19	100.0	1,020	100.0
Milwaukee County	1,142,705	100.0	20,259	100.0	164	100.0	189	100.0
Alverno College (Milwaukee)	15,817	1.4	760	3.7	11	6.7	--	--
Cardinal Stritch College	42,495	3.7	433	2.4	10	6.1	50	26.4
Concordia College	33,114	2.9	235	1.6	4	2.4	--	--
Medical College of Wisconsin	79,532	7.0	1,858	9.1	--	--	2	1.1
Marquette University (Milwaukee)	486,035	42.5	6,698	33.0	102	62.2	--	--
Milwaukee School of Engineering	12,172	1.1	358	1.7	20	12.2	12	6.3
Milwaukee Technical College	29,685	2.6	317	1.5	6	3.7	--	--
Mount Mary College	77,838	6.8	535	2.5	10	6.1	113	59.9
Sacred Heart Scholasticate	27,400	2.4	110	0.4	1	0.6	12	6.3
University of Wisconsin-Milwaukee	337,637	29.5	8,950	44.2	--	--	--	--
Wisconsin College Conservatory	980	0.1	5	0.0	--	--	--	--
Racine County	18,000	100.0	190	100.0	6	100.0	--	--
Holy Redeemer College	18,000	100.0	190	100.0	6	100.0	--	--
Walworth County	181,000	100.0	1,895	100.0	41	100.0	--	--
Wisconsin State University—Whitewater	181,000	100.0	1,895	100.0	41	100.0	--	--
Washington County	21,000	100.0	250	100.0	20	100.0	--	--
University of Wisconsin—Washington County	21,000	100.0	250	100.0	20	100.0	--	--
Waukesha County	33,323	100.0	475	100.0	23	100.0	24	100.0
Mount St. Paul College[e]	23,425	70.3	394	82.9	16	69.6	24	100.0
St. Columbian's College	9,898	29.7	81	17.1	7	30.4	--	--
Region	1,403,467	100.0	23,427	100.0	273	100.0	1,233	100.0

INVENTORIES OF SPECIAL LIBRARIES

In addition to the public and nonpublic elementary and secondary school libraries and the higher educational institution libraries in the Region, an inventory of special libraries was also conducted during the summer and fall of 1969. This inventory included all places of employment within the Region which by their nature and size might have a library. For this particular inventory, "library" was defined as a collection of at least 100 library material items organized to assist members of an organization, business, or association to carry on their duties and functions, with the responsibility of organization and control of the library assigned to a specific staff member. A total of 316 organizations, businesses, or associations reported on an initial questionnaire the existence of library collections which met the definition. From this information, each of the 316 received a second questionnaire requesting information on size, subject content of the collection, cooperative agreements between the library and other libraries and organizations, and the use of library materials by persons not associated with the specific business or organization. From the data reported on this questionnaire and from other sources, 121 libraries were identified and reclassified as special libraries in the Region having a collection of 500 library items or more, including 69 organizational libraries, 33 business and industrial libraries, and 19 church libraries, as shown in Table 16. A copy of the special library inventory forms is included in Appendix B of this report.

Organizational Libraries

Organizational libraries within the Region include libraries in convents and seminaries not associated with colleges, as well as libraries in hospitals, government agencies, and private organizations. A total of 69 organizational libraries having a library material stock of at least

Table 18 (Continued)

County and Institution[a]	Phonograph Records and Magnetic Tapes		Films, Filmstrips, Slides		Microform		Sheet Music, Musical Scores		Other[b]	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Kenosha County	80	100.0	1,955	100.0	400	100.0	--	--	8	100.0
Kenosha Technical Institute[c]	80	100.0	1,955	100.0	400	100.0	--	--	8	100.0
Milwaukee County	25,527	100.0	1,406	100.0	360,154	100.0	4,819	100.0	95,359	100.0
Alverno College (Milwaukee)	1,766	6.9	--[d]	--	236	0.1	719	14.9	--	--
Cardinal Stritch College	1,372	5.4	--[d]	--	1,958	0.5	--[d]	--	137	0.1
Concordia College	--	--	--	--	119	0.0	--	--	--	--
Medical College of Wisconsin	241	0.9	--	--	15	0.0	--	--	25	0.0
Marquette University (Milwaukee)	13,775	54.0	--	--	135,568	37.6	--	--	--	--
Milwaukee School of Engineering	--	--	--	--	--	--	--	--	210	0.2
Milwaukee Technical College	141	0.5	--	--	--	--	--	--	--	--
Mount Mary College	1,234	4.8	306	21.8	1,285	0.4	--	--	5,000	5.3
Sacred Heart Scholasticate	2,340	9.2	100	7.1	218	0.1	--	--	--	--
University of Wisconsin-Milwaukee	2,649	10.4	1,000	71.1	220,755	61.3	700	14.5	89,987	94.4
Wisconsin College Conservatory	2,009	7.9	--	--	--	--	3,400	70.6	--	--
Racine County	50	100.0	10	100.0	30	100.0	--	--	5	100.0
Holy Redeemer College	50	100.0	10	100.0	30	100.0	--	--	5	100.0
Walworth County	1,825	100.0	3,899	100.0	2,198	100.0	--	--	1,995	100.0
Wisconsin State University-Whitewater	1,825	100.0	3,899	100.0	2,198	100.0	--	--	1,995	100.0
Washington County	--	--	--	--	--	--	--	--	--	--
University of Wisconsin-Washington County	--	--	--	--	--	--	--	--	--	--
Waukesha County	1,360	100.0	165	100.0	820	100.0	--	--	--	--
Mount St. Paul College[e]	1,360	100.0	165	100.0	820	100.0	--	--	--	--
St. Columban's College	--	--	--	--	--	--	--	--	--	--
Region	28,842	100.0	7,435	100.0	363,602	100.0	4,819	100.0	97,367	100.0

[a] *The higher educational institutions listed are the only ones that responded or had central libraries.*

[b] *Includes government documents, maps, and teaching aids.*

[c] *The Kenosha Technical Institute was renamed Gateway Technical Institute subsequent to the 1969 inventories.*

[d] *Housed in individual departments only.*

[e] *Subsequent to the surveys in 1969, Mount St. Paul College merged with the College of Racine in Racine County and moved to Racine County.*

Source: SEWRPC.

500 items were identified within the Region, and 40, or 58 percent, responded to the questionnaires regarding use and accessibility of the library by the general public. Seven, or 18 percent, of the responding libraries indicated that personnel, occupants, or inmates could borrow or use material in the library; 13, or 24 percent, permit visitors or the general public to both borrow material and to use materials within the library; and 20, or 50 percent, allowed use of the library materials only within the library.

Business and Industrial Libraries

There were 33 libraries associated with industry and business identified as having collections of at least 500 items. Seventeen, or 52 percent, responded to the questionnaire regarding use and accessibility by the general public. Six libraries, or 35 percent of the libraries responding, required persons to be associated with the business or industry to use the library; six, or 35 percent, indicated that visitors and the general public could use material in the library or borrow material from the

library; one, or 6 percent of the libraries, permitted borrowing of materials but not use of the material at the library; and four, or 24 percent, permitted the material to be used at the library but not borrowed.

Church Libraries[6]

More than 950 churches were recorded in the Region at the time of the inventory. However, only 19 reported having a parish or church library containing at least 500 library items. Seventeen, or 90 percent of the church libraries, returned the inventory questionnaire indicating whether persons not associated with the parish or church could use the library material or borrow it from the church. Of these, 14, or 82 percent, indicated that nonchurch members could use or borrow materials from the church library.

Inventory Findings by County

In addition to inventory findings for the Region as a whole, specific findings for individual counties were made, and are presented herein by county.

Kenosha County: A total of 12 special libraries, or 10 percent of all such libraries in the Region, were located in Kenosha County at the time of the survey. These included 10 organizational libraries, one church library, and one business and industrial library. Of these, seven returned the questionnaire regarding library use and accessibility by the public.

The 10 organizational libraries represent 83 percent of the special libraries in Kenosha County. Of the 10, six returned questionnaires relating to library use and accessibility, with five indicating that library materials were available for use by the public inside the library, and one indicating that the public could borrow material.

The single business and industrial library in Kenosha County is located at American Motors Corporation. No data were available for library use and accessibility. The only church library in the county was a library in Grace Lutheran Church in the City of Kenosha, which indicated that there were no restrictions on library use by the public. Special subject fields included social work, psychiatry, and psychology in the Family Counseling Center Library; American law in the Kenosha County Law Library, and natural history and art in the Kenosha Public Museum.

Milwaukee County: At the time of the inventory, a total of 76 special libraries were identified in Milwaukee County, representing 63 percent of the total in the Region. These included 41 organizational libraries, 26 business and industrial libraries, and 9 church libraries. Only 49 of the 76 libraries responded to questionnaires regarding library use and accessibility.

A total of 20 of the 41 organizational libraries returned questionnaires regarding use and accessibility. The subject fields of these libraries ranged from band and choral music collections to art, history, insurance, medical, and engineering collections. All 20 reported no restrictions on the use of materials within the libraries, and nine reported no restrictions on borrowing of materials. Nine of the libraries also borrowed materials from public libraries, particularly the Milwaukee Public Library. Ten libraries indicated materials were borrowed from the Marquette University Medical Library, the library at the Milwaukee City Hall, the Wisconsin Legislative Reference Bureau, and the University of Wisconsin Library in Madison.

Of the 26 business and industrial libraries identified in Milwaukee County, 16 returned library use and accessibility questionnaires. Of these, nine indicated that materials could be used within the library only, one indicated that library use was restricted to attorneys, and six indicated that anyone could borrow materials from the library. Specific areas of interest included law, railroads, camping, real estate evaluation, and contracting. Some of the libraries borrowed materials from the Milwaukee Public Library, the Marquette University Library, and the UWM Library.

All nine church libraries indicated no restrictions on the use of library materials within the library and no restriction on borrowing of materials by members. Two churches indicated that the libraries were not open for use by the public.

Ozaukee County: Only one special library was identified in Ozaukee County at the time of the survey, less than 1 percent of the regional total. The Ozaukee County Law Library located in the Ozaukee County Courthouse in Port Washington had no information available regarding library use and accessibility.

Racine County: In 1969 there were 15 special libraries identified in Racine County, including six organizational libraries, six business and industrial libraries, and three church libraries. Of these, 11 responded to questions on library use and accessibility. Four of the organizational libraries responded to questions on the use of their libraries. None of the libraries indicated restrictions on use of materials within the library, and St. Luke's Hospital School of Nursing and the Charles A. Wustum Museum of Fine Arts indicated that there were no restrictions on borrowing. The Girl Scouts of Racine County indicated that only the scout members could borrow materials from their library, and the Racine County Museum reported no borrowing of library materials.

Six business and industrial libraries were identified in Racine County during the survey. Four libraries returned information on use of library materials. The Nestle Company and the S. C. Johnson Company indicated that public use of library materials within the library was possible. However, none of the four libraries indicated materials could be borrowed from the library by the general public.

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[6]*Church libraries do not include religious-affiliated institutional or higher education libraries.*

The three churches with libraries in Racine County included Christ Church-United Methodist and Lutheran Church of the Redeemer in Racine, and Plymouth Congregational Church in Burlington. Christ Church and the Plymouth Congregational Church indicated no restrictions on use or borrowing of library materials.

Walworth County: Six special libraries were located in Walworth County in 1969, including three organizational and three church libraries. Only the church libraries responded to questions regarding library use and accessibility. The Faith Lutheran Church and the First Baptist Church in Walworth and the United Methodist Church in Delavan all indicated that the public could use and borrow library materials housed in the church libraries.

The three organizational libraries identified included those at the Queen of Peace Monastery in Lake Geneva, the University of Chicago Yerkes Observatory in Williams Bay, and the Walworth County Law Library in the Walworth County Courthouse in Elkhorn. No additional data were received on library operations.

Washington County: Only two organizational libraries were identified in Washington County at the time of the survey. These included the Washington County Law Library and the library of the West Bend Gallery of Fine Arts. No information on library use or accessibility was available from these libraries.

Waukesha County: Waukesha County at the time of the survey had nine special libraries, including three church libraries and six organizational libraries. Five of these responded to questionnaires regarding library use and accessibility. The three organizational libraries which returned use questionnaires included the Waukesha Chamber of Commerce Library, the Waukesha County Law Library, and the Southeastern Wisconsin Regional Planning Commission Library. All three indicated that the public was allowed to use library materials inside the library, and the Regional Planning Commission indicated that the public was permitted to borrow materials from the library. Of the three churches, the First Baptist Church and the Waukesha Bible Church responded to questions regarding use and accessibility. Each indicated that there were no restrictions on the use or borrowing of library materials by the public.

Summary--Special Libraries

A total of 121 special libraries were identified within the Region in 1969, including 69 organizational, 33 business and industrial, and 19 church libraries. From those reporting on the second questionnaire seeking information about the use of and accessibility to materials contained in their libraries, the following information was obtained: 14 church libraries indicated there was use of materials available within their library, and 13 churches reported essentially no restriction on borrowing materials from the library. Four church libraries also attempted to have the staff fill telephone reference and information requests. Fifteen churches indicated collections specifically strong in religion and theology, and some also noted strong collections of elementary school texts, art pieces, and missions. Christ Church-United Methodist in Racine County reported borrowing materials from a public library. Three churches reported borrowing from various parent organizations, such as the Lutheran Church Library Association, Methodist Church Conference Library, and the Wisconsin Unified Methodist Conference Library.

The organizational libraries returning information reported little or no restriction on the use of materials within the library, however, only 13 indicated the general public could borrow material from the library. Twenty-four indicated the library staff would attempt to full reference requests, and seven libraries indicated no one outside the organization could use the library. Twelve organizational libraries indicated using public libraries to borrow materials, 11 indicated use of academic libraries, and 11 indicated use of other special libraries, such as the Midwest Regional Medical Library, to meet special requests.

Four of the business and industrial libraries returning information reported that persons not affiliated with the business could only use materials within the library, and seven others indicated that such persons could borrow material from the library with little or no restriction. In addition, 11 indicated that the library would attempt to fill telephone reference and information requests. Thirteen business and industrial libraries reported borrowing materials from public libraries, mainly the Milwaukee Public Library, and 12 indicated borrowing materials from academic libraries, including the UWM Library. Other special libraries used by the business and industrial libraries included the county law libraries, the Milwaukee County reference libraries, and the Wisconsin Reference and Loan Library. Nine libraries indicated loaning materials for use at other libraries. In particular, numerous loans were indicated to the Veterans Administration Hospital Library in Milwaukee County.

Chapter V

DESCRIPTION OF EXISTING FINANCIAL CONDITIONS AND CAPABILITIES

INTRODUCTION

In addition to the information collected under the library study on physical facilities and library use, information was also collected on revenues and expenditures for library purposes within the Region. This chapter presents the financial data for the public libraries, the school libraries, the higher educational institution libraries, and the special libraries within the Region.

PUBLIC LIBRARIES

Basic Revenue Sources

The public libraries in the Region receive their financial support primarily from the local property tax fund. There are no special library tax districts within the Region. All of the 47 community public libraries in the Region in April 1969 were supported to some extent by the local unit of government for the geographic area in which the library was located. Additional support is provided by adjacent municipalities for the public libraries located in 16 of the cities and villages of the Region. In addition, income was derived from grants, contract fees, endowments, gifts, and other miscellaneous sources. The total amount of money recorded as income by all of the public libraries within the Region in 1969 totaled nearly $7.8 million, as shown in Table 19. Of this total, local appropriations provided almost $7 million, or approximately 90 percent of the total income.

A total of 36 public libraries contract to provide library services to other municipalities. The contracts are usually entered into between a local library board and the governing body of the municipality desiring library service. The agreements usually require annual renewal, although some agreements are drawn to remain in force until notice for suspension of services is given by either contracting party. At the time of the regional library survey in 1969, there were a total of 122 interlibrary contracts in force within the Region. These contracts provided library access to an estimated 1,737,800 persons, or 94 percent of the total population of the Region, and provided income of over $500,000 to the libraries concerned.

In addition to the local property tax and payments for contractual services, many public libraries in the Region allow nonresidents of the library service area to borrow library materials upon payment of a fee or upon deposit of a sum of money with the library until the borrowed materials are returned.

Only two counties in the Region—Walworth and Milwaukee Counties—provide funds for public library purposes. The Walworth County Board of Supervisors annually receives a proposed budget from the Walworth County Library Service Committee requesting the county funds necessary to continue countywide service. The Milwaukee County Board of Supervisors pays the City of Milwaukee a predetermined amount of money for countywide use of the city's Central Library reference service and certain other special library services by all residents of the county. This county participation is in addition to the contractual arrangements between the City of Milwaukee and other municipalities within the county for the provision of certain library services.

In 1969, 120 of the 153 local governmental units in the Region provided funding for public library purposes, either directly or through contractual payments, including the Town of Belgium in Ozaukee County, which contracted for services with two public libraries in Sheboygan County. In addition, the Town of Ixonia in Jefferson County contracted for library services with the Oconomowoc Public Library. The amount of the contractual payments for library service is usually determined in one of the following three ways:

1. On the basis of the number of books borrowed by the residents of the contracting area to which service is provided. The unit cost of circulating a book is estimated by the contracting library, and in 1969, the contractual costs within the Region ranged from 30 to 72 cents per book or other item circulated.

2. On the basis of the number of library cards issued to residents of the contracting area to which service is provided.

3. On the basis of lump sums and amounts negotiated annually between the contracting parties, which usually include the governing body of the municipality receiving the library services, the library board providing the services, and the municipal governing body of the area in which the library is located, and which are usually paid to the latter.

State Funding: At the time of the 1969 library survey, the State of Wisconsin did not levy a tax for local public library purposes or services. All libraries, however, had access to the services and materials of the Division for Library Services of the Wisconsin Department of Public Instruction in Madison. The Division also contracts with the Milwaukee Public Library for operation of the Library for the Blind and Visually Handicapped and for making the materials of this library available throughout the state. The State Division of Library Services also offers funding for library related workshops, meetings, and other special programs. The Division has contracted with

Table 19

SOURCES OF INCOME OF PUBLIC LIBRARIES IN THE REGION BY COUNTY: 1969

County	Income[a]											
	Total		Local Appropriations		Grants		Contract Fees		Endowments and Gifts		Other	
	Amount	Percent of Region	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Kenosha	$ 447,480	6.1	$ 447,480	100.0	$ --	--	$ --	--	$ --	--	$ --	--
Milwaukee	5,662,583	72.5	5,056,379	89.3	97,434	1.7	417,087	7.4	74,030	1.3	17,653	0.3
Ozaukee	98,810	1.3	93,930	95.0	--	--	--	--	1,535	1.6	3,345	3.4
Racine	662,949	8.5	535,272	80.2	10,383	1.6	91,167	13.6	12,299	1.8	18,828	2.8
Walworth	181,306	2.3	174,939	96.5	--	--	--	--	2,656	1.5	3,711	2.0
Washington	85,054	1.1	83,431	98.1	--	--	--	--	805	0.9	818	1.0
Waukesha	642,486	8.2	577,066	89.8	3,000	0.5	34,976	5.4	7,441	1.2	20,003	3.1
Region	$7,785,668	100.0	$6,968,497	89.5	$110,817	1.4	$543,230	7.0	$98,766	1.3	$64,358	0.8

[a] *Includes information reported by 64 of the 65 public libraries which were in operation in April 1969, as well as information provided by the Brown Deer Public Library, which opened in September 1969.*

Source: Wisconsin Public Library Service Record, 1969.

the Milwaukee Public Library, for example, to assist the Division's Reference and Loan Library in fulfilling inter library loan requests to all public libraries in the state.

Federal Funding: The Division for Library Services is also responsible for administering Wisconsin's share of the federal funds provided under the Federal Library Services and Construction Act. This Act, which was enacted in 1956 as the Library Services Act and amended in 1964 as the Library Services and Construction Act (LSCA), provides grants for the construction of public library facilities. Such grants are limited to those libraries which are in noncity systems or which are potential designated headquarters libraries for county or multicounty systems in the process of being formed. More than $500,000 in federal grants has been expended in the Region since the Act was amended in 1964.

Other federal grants-in-aid are available through various educational and other social welfare programs. While these programs are not restricted to libraries and are not administered by the Division for Library Services, funding for libraries is nevertheless available, particularly for the provision of special intracommunity library services. Some examples of such funds used to establish and develop library services include funds obtained by the Milwaukee Public Library in support of a bookmobile and a library staff specifically for the provision of services to senior citizens under the Older Americans Act. The Milwaukee Public Library has also received funding from the Adult Basic Education Program to provide special library materials for those adults who qualify for the program.

Endowments and Gifts: Another source of income for the public libraries is private endowments and gifts. A total of 24 public libraries reported receiving a total of more than $98,000 in cash gifts or interest on endowment funds during 1969, representing 1 percent of the money received for public library services. A portion of this money includes restricted gifts to be used for the purchase of a particular type of library material within a specified subject area. Some funds are received from trusts from which only accumulated interest may be used, while the principle must remain invested. Many libraries also receive numerous gifts of basic materials, including books, records, magazines, and other materials. No attempt is made to evaluate the cash value of these gifts. Public libraries, however, cannot depend on gift monies for operating funds due to the use restrictions, the uncertainty of regular donations, and limited amounts of regular endowments.

Occasionally families or individuals give money to enable a local community to build a public library facility, and in a few instances within the Region, donors actually presented an entire library building. It is common for the local community to furnish a site for the library building in such cases. Five libraries within the Region were donated between 1901 and 1931, one was donated in 1958, and four were donated during the past decade. The latest donation, announced in 1969, was made by the Weyenberg family, which provided funds to the City of Mequon in Ozaukee County for the construction of a public library building.

Andrew Carnegie was internationally famous for donating money to construct library buildings throughout the United States, Canada, and Great Britain. Sixty communities in Wisconsin received $5,000 each from the Carnegie Corporation to build 63 library buildings. Only six of the Carnegie buildings were constructed in southeastern Wisconsin, however, with two buildings being built in the City of Racine. All six Carnegie libraries were built between 1901 and 1961. Only three of the buildings—those in Racine, Waukesha, and West Allis—are still used for public library purposes; and the Racine and Waukesha buildings have received extensive public additions.

Service Fees: Many public libraries in the Region charge special service fees regardless of the place of residence of the individual requesting the service. The fees are used to help pay for extra staff time and the special equipment or materials needed. Six of the 10 libraries in the Region which loan films charge a service fee, ranging from 10 cents to $1 each depending on the length of the film. Seven libraries loan framed art reproductions, but only three charge a service fee. Twenty public library facilities have rental book collections of currently popular titles, and one library rents phonograph records. These fees are usually based on a charge per item per day with a minimum initial loan period of three days.

All of the public libraries having a full-time staff use reserve lists for material in great demand and notify an individual when a requested item is available. Twenty-four libraries charge from five to 15 cents to help pay the costs of postage and staff time for this service. A total of 23 library facilities have photocopy equipment available for patrons who wish to make copies of library materials. Most of the photocopy machines are coin operated and involve little or no staff time. Six libraries charge 15 cents, one charges 25 cents, and the remaining 16 charge 10 cents per copy. The price is usually determined by the type of paper used, the location of the machine, and other operating costs, and the service is generally offered on a "break-even" basis.

Although the library may charge for the provision of certain services, it may not always be authorized to retain this money in the library budget. About 40 percent of the libraries must return all fees received to the general fund of the municipality which operates the library. Some libraries must transmit for inclusion in the general fund any monies received for fines and for lost or damaged materials. There is no consistent procedure concerning the transactions by which monies can be retained or be turned over to the municipality for inclusion in the general fund. In 1969, 14 libraries reported collecting $26,086 in various fees and fines which were retained in the library budget accounts.

Total Expenditures

In 1969, the 47 public libraries in the Region expended $7,114,914 for library operation (see Table 20). Of this total, nearly $5 million, or approximately 70 percent, was allocated for salaries; $1 million, or approximately 15 percent, was allocated for books, periodicals, and other library materials; and the remaining $1 million, or approximately 15 percent, was used for other library operating costs. In 1966, the 41 then existing public libraries in the Region spent $5,390,515 for library operation. By 1969, these same 41 public libraries spent $7,020,190, an approximately 30 percent increase over the three-year period.

Recent reports on library expenditures, as published in the Wisconsin Public Library Service Record, indicate that expenditures for public libraries have continued to increase within southeastern Wisconsin. The increase in total expenditures between 1966 and 1969 was 32 percent, and between 1969 and 1972 expenditures increased another 46 percent. The total amount expended for library services has increased from $7.1 million in 1969, the base year of the inventories, to $10.4 million in 1972, as shown in Table 21.

SCHOOL LIBRARIES

All 661 libraries operated by primary and secondary schools within the Region were surveyed under the regional library study. Only 272, or less than one-third, provided the financial information requested. These 272 schools reported expenditures of $3 million for school library purposes in the 1968-69 school year, and served over 185,000 students, or about 50 percent of those students in the Region who attended schools with library facilities that year. Table 22 shows the amount expended by the 272 school libraries that returned financial information.

Materials expenditures in the nonpublic elementary schools were three times greater than the amount spent for salaries, due primarily to the fact that the members of

Table 20

PUBLIC LIBRARY EXPENDITURES IN THE REGION BY COUNTY: 1969

County	Operation and Maintenance Expenditures										Capital Outlay	
	Total		Employee Salaries		Library Materials		Contract Services		Other			
	Amount	Percent of Region	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Kenosha	$ 472,862	6.7	$ 331,984	70.3	$ 50,790	10.7	$ --	--	$ 90,088	19.0	$ 1,816	0.1
Milwaukee	5,138,651	72.2	3,757,033	73.2	689,372	13.4	146,154	2.8	546,092	10.6	1,534,145	99.0
Ozaukee	89,828	1.3	54,617	60.8	23,628	26.3	--	--	11,583	12.9	--	--
Racine	513,344	7.2	365,824	71.3	84,163	16.4	3,383	0.6	59,974	11.7	1,983	0.1
Walworth	190,589	2.7	123,455	64.8	36,431	19.1	460	0.2	30,243	15.9	1,550	0.1
Washington	87,893	1.2	53,962	61.4	26,382	30.0	--	--	7,549	8.6	--	--
Waukesha	621,747	8.7	311,544	50.1	145,206	23.4	72,329	11.6	92,668	14.9	10,207	0.7
Region	$7,114,914	100.0	$4,998,419	70.3	$1,055,972	14.8	$222,326	3.1	$838,197	11.8	$1,549,701	100.0

Source: Wisconsin Public Library Service Record, 1969; and SEWRPC.

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Table 21

TOTAL OPERATION AND MAINTENANCE EXPENDITURES FOR PUBLIC LIBRARY SERVICES IN THE REGION BY COUNTY SELECTED YEARS 1966-1972

County	1966		1969		1970		1971		1972		Change 1966-1972	
	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Kenosha	$ 370,869	6.9	$ 472,862	6.7	$ 521,517	6.3	$ 576,011	6.1	$ 622,506	6.0	$ 251,637	67.8
Milwaukee	3,948,257	73.2	5,138,100	72.2	5,981,100	72.1	6,870,622	73.1	7,625,658	73.4	3,677,401	93.1
Ozaukee	69,950	1.3	89,828	1.3	114,305	1.4	139,539	1.5	183,838	1.8	113,888	162.8
Racine	415,667	7.7	513,644	7.2	605,734	7.3	642,044	6.8	673,660	6.5	257,993	62.1
Walworth	145,744	2.7	190,589	2.7	220,679	2.7	213,709	2.3	235,254	2.3	89,510	61.4
Washington	64,750	1.2	87,893	1.2	116,241	1.4	136,936	1.4	148,771	1.4	84,021	129.8
Waukesha	375,278	7.0	621,747	8.7	729,937	8.8	830,060	8.8	896,368	8.6	521,090	138.8
Region	$5,390,515	100.0	$7,114,914	100.0	$8,289,513	100.0	$9,408,921	100.0	$10,386,055	100.0	$4,995,540	92.7

Source: Wisconsin Public Library Service Records and SEWRPC.

Table 22

OPERATION AND MAINTENANCE EXPENDITURES FOR SCHOOL LIBRARIES IN THE REGION BY COUNTY: 1968-1969 SCHOOL YEAR

Elementary and Secondary Schools

School	School Libraries		Libraries Responding to Survey		Operation and Maintenance Expenditures[a]							
					Employee Salaries		Library Materials		Other		Total	
	Number	Percent of Total	Number	Percent of Total School Libraries	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Elementary	512	77.4	197	29.8	$ 866,534	58.6	$ 474,787	32.1	$138,019	9.3	$1,479,340	49.1
Public	315	47.6	123	18.6	835,950	63.3	382,152	29.0	101,933	7.7	1,320,035	89.2
Nonpublic	197	29.8	74	11.2	30,584	19.2	92,635	58.1	36,086	22.7	159,305	10.8
Secondary	149	22.6	75	11.3	$ 841,631	54.9	$ 547,162	35.7	$144,331	9.4	$1,533,124	50.9
Public	115	17.4	59	8.9	781,429	54.4	514,518	35.9	139,189	9.7	1,435,136	93.6
Nonpublic	34	5.2	16	2.4	60,202	61.4	32,644	33.3	5,142	5.3	97,988	6.4
Total	661	100.0	272	41.1	$1,708,165	56.7	$1,021,949	33.9	$282,350	9.4	$3,012,464	100.0

Public and Nonpublic Schools

School	School Libraries		Libraries Responding to Survey		Operation and Maintenance Expenditures[a]							
					Employee Salaries		Library Materials		Other		Total	
	Number	Percent of Total	Number	Percent of Total School Libraries	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Public	430	65.0	182	27.5	$1,617,379	58.7	$ 896,670	32.5	$241,122	8.8	$2,755,171	91.5
Elementary	315	47.6	123	18.6	835,950	63.3	382,152	29.0	101,933	7.7	1,320,035	47.9
Secondary	115	16.9	59	8.9	781,429	54.4	514,518	35.9	139,189	9.7	1,435,136	52.1
Nonpublic	231	35.0	90	13.6	$ 90,786	35.3	$ 125,279	48.7	$ 41,228	16.0	$ 257,293	8.5
Elementary	197	29.8	74	11.2	30,584	19.2	92,365	58.1	36,086	22.7	159,305	61.9
Secondary	34	5.1	16	2.4	60,202	61.4	32,644	33.3	5,142	5.3	97,988	38.1
Total	661	100.0	272	41.1	$1,708,165	56.7	$1,021,949	33.9	$282,350	9.4	$3,012,464	100.0

[a] *Includes expenditures reported by the 272 schools which responded to the financial survey. There were a total of 661 schools with central library facilities in April 1969.*

Source: SEWRPC.

a religious school library staff normally do not receive salaries equal to those of persons in similar public school positions. In addition, no salary expenditures were reported by some public elementary schools. In such cases, the staff maintaining the library either did so incidental to other teaching responsibilities or the library was staffed by volunteer workers.

The average library expenditures per student for the 272 schools returning financial information was $16.23 during the 1968-69 school year, ranging from a minimum of $2.27 per student in the Ozaukee County nonpublic elementary schools to a maximum of $43.45 per student in the Walworth County public elementary schools, as shown in Table 23.

HIGHER EDUCATIONAL INSTITUTION LIBRARIES

A total of 15 institutions of higher education reported spending over $1.4 million for books, records, and other library materials during the 1968-69 school year, or an average of approximately $94,300 per institution. The enrollment for the 1968-69 school year for these institutions was 160,339 students, resulting in an average of $8.82 being spent per student for library materials. Federal grants for the purchase of library materials were received by 10 of these institutions, which grants provided an additional $126,000, and raised the total expenditures for library materials in higher educational institutions to $1,540,516 (see Table 24).

Thirteen of the schools spent a total of $1,559,672 for staff salaries, while at two schools, library services were contributed by members of the religious orders operating the schools. An additional $103,000 was received by two schools, the University of Wisconsin-Milwaukee and the former Marquette School of Medicine, from federal grants for staff salary support. Staff salaries, including federal grants, accounted for nearly 49 percent of total library expenditures, while library materials expenditures accounted for 45 percent of total library expenditures. The great variation in library expenditures generally reflected the age of the institution; types of study program offered; physical condition and the services offered by the library; and the size, type, and qualifications of the staff.

Table 23

EXPENDITURES PER STUDENT FOR LIBRARY MATERIALS AND SALARIES IN SCHOOL LIBRARIES IN THE REGION BY COUNTY: 1968-1969 SCHOOL YEAR

County	Expenditures Per Student[a]				
	Public Elementary	Public Secondary	Nonpublic Elementary	Nonpublic Secondary	Average
Kenosha	$19.66	$22.44	$ 6.54	$ 9.47	$16.76
Milwaukee	18.62	16.28	4.91	10.34	14.75
Ozaukee	18.37	25.20	2.27	--	17.62
Racine	11.63	12.29	11.17	5.13	11.49
Walworth	43.45	33.84	2.60	--	35.73
Washington	22.61	19.01	9.01	--	19.51
Waukesha	17.70	18.96	3.80	16.25	16.89
Region	$21.86	$21.15	$ 5.76	$10.30	$16.23

[a]Includes information reported by the 272 schools which responded to the financial survey. There were a total of 661 schools with central libraries in April 1969.

Source: SEWRPC

SPECIAL LIBRARIES

Under the library planning program, all of the special libraries in the Region were asked to provide data on the total amount expended for library purposes during 1968. A total of 78 of the 121 special libraries within the Region responded, and reported a total of $488,075 expended for library purposes during the previous full year's operation (see Table 25).

In addition, the special libraries were asked to report the number of staff personnel. This question was divided into paid and volunteer staffs, and full- and part-time employees. This information related to the expenditures data of the three types of special libraries and provided additional information on how the library monies were expended. The 17 church libraries which answered the financial question reported spending a total of $5,915 in 1968. No church library in the Region reported a full-time library employee, however, Our Savior's Lutheran Church in Milwaukee reported a salary of $2,500 for a part-time library director, with a total library budget of $4,500. The other church libraries reported that volunteer personnel were used to operate the libraries.

Twenty business and industrial libraries in the Region responded to the survey, reporting total expenditures of $124,110 for library purposes. Three libraries reported six full-time employees, and five libraries reported one part-time library employee each. These seven libraries—one library had both full-time and part-time employees—reported a total expenditure of $114,660 for staff purposes, or 23 percent of the total expenditures for library purposes.

A total of 41 organizational libraries reported total expenditures of $358,050 for library purposes. Of these organizational libraries, seven employed full-time paid library personnel, seven employed part-time library personnel, and three employed both full-time and part-time library personnel. However, four of these libraries reported that salaries were not included in their expenditure statements. These four organizations had a total of 12 libraries with paid staffs, and reported spending $331,721 for all library purposes, including 31 full-time and eight part-time employees. The special libraries which reported employing library personnel and which included this expense in their report indicated total expenditures of $49,931, including salaries for 36 full-time and 15 part-time library employees. The other 30 special libraries reported spending $38,144 for library purposes, excluding salary expenses. Many of these libraries are staffed either by volunteers or by employees with other primary duties, and the time spent on library activities is not charged to library expenditures.

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Table 24

OPERATION AND MAINTENANCE EXPENDITURES BY HIGHER EDUCATIONAL INSTITUTIONS IN THE REGION BY COUNTY: 1968-1969 SCHOOL YEAR

County	Operation and Maintenance Expenditures[a]																	
	Library Materials						Employee Salaries						Maintenance[b]		Other Operating Costs		Total	
	Library Funds		Federal Grants		Subtotal		Library Funds		Federal Grants		Subtotal							
	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Kenosha	$ 51,500	58.2	$ 7,611	8.6	$ 59,111	66.8	$ 29,387	33.2	$		$ 29,387	33.2	$		$		$ 88,498	2.6
Milwaukee	1,076,100	41.3	90,570	3.5	1,166,720	44.9	1,133,545	43.6	103,171	4.0	1,236,716	47.6	850	0.0	194,666	7.5	2,598,952	75.9
Ozaukee[c]																		
Racine	21,890	74.5			21,890	74.5	7,500	25.5			7,500	25.5					29,390	0.8
Walworth	247,973	37.9	22,541	3.4	270,514	41.3	359,740	54.8			359,740	54.8			25,833	3.9	656,087	19.2
Washington[c]																		
Waukesha	17,000	32.8	5,281	10.2	22,281	43.0	29,500	57.0			29,500	57.0					51,781	1.5
Region	$1,414,513	41.3	$126,003	3.7	$1,540,516	45.0	$1,559,672	45.6	$103,171	3.0	$1,662,843	48.6	$850	0.0	$220,499	6.4	$3,424,708	100.0

[a] Includes expenditures reported by the 15 higher educational institutions which responded to the financial survey. There were a total of 40 higher educational institutions with central library facilities in April 1969.

[b] This expenditure is generally included in the overall cost of institutional maintenance.

[c] Higher educational institution libraries in Ozaukee and Washington Counties did not respond to the financial survey.

Source: SEWRPC

Table 25

OPERATION AND MAINTENANCE EXPENDITURES BY SPECIAL LIBRARIES IN THE REGION BY COUNTY: 1968

County	Church Libraries				Business Libraries				Organizational Libraries				Total			
	Respondents		Expenditures		Respondents		Expenditures		Respondents		Expenditures		Respondents		Expenditures[a]	
	Number	Percent of Total	Amount	Percent of Total	Number	Percent of Total	Amount	Percent of Total	Number	Percent of Total	Amount	Percent of Total	Number	Percent of Total	Amount	Percent of Total
Kenosha	1	14.3	$				$		6	85.7	[illegible]900	100.0	7	9.0	$ 2,900	0.6
Milwaukee	8	15.6	5,055	1.1	16	31.4	[illegible]	25.0	27	53.0	351,363	73.9	51	65.4	475,528	97.4
Ozaukee									1	100.0			1	1.3		
Racine	3	27.2	410	6.7	4	36.4	5,000	81.2	4	36.4	737	12.0	11	14.1	6,147	1.3
Walworth	3	100.0	400	100.0									3	3.8	400	0.1
Washington									1	50.0			1	1.3		
Waukesha	2	50.0	50	1.6					2	50.0	3,050	98.4	4	5.1	3,100	0.6
Region	17	21.8	$5,915	1.2	20	25.6	$124,110	25.4	41	52.6	$358,050	73.4	78	100.0	$488,075	100.0

[a] Includes expenditures reported by the 78 special libraries which responded to the financial survey. There were a total of 121 special libraries in April 1969.

Source: SEWRPC

SUMMARY

The surveys conducted under the regional library planning program indicated that more than $14 million was expended for library purposes within the Region in 1969. This includes expenditures by all types of libraries for all purposes, including materials, salaries, and other operating expenses. It also includes funds paid by those communities which purchase library services for their residents from neighboring libraries. While all but one of the public libraries responded to the survey, less than half of the school, higher educational institution, and special libraries responded to the financial inventory questionnaire, so that the amount reported as expended for library services is actually somewhat less than the actual total expenditures for such purposes within the Region.

Of the total annual expenditures reported, $7.1 million, or 51 percent, was expended by the public libraries; $3.0 million, or 21 percent, was expended by the school libraries; $3.4 million, or 24 percent, was expended by the higher educational institution libraries; and $0.5 million, or 4 percent, was expended by the special libraries. Recent reports on library expenditures as published in

the Wisconsin Public Library Services Record indicate that expenditures for public libraries have continued to increase in the Region. Between 1966 and 1969, total expenditures increased 32 percent, and between 1969 and 1972 they increased another 46 percent. The total amount expended for library services has increased from $7.1 million in 1969 to $10.4 million in 1972.

Money for operation of the public libraries in the Region came from various private and public sources. Information provided by the public libraries indicated that the local property tax provided 90 percent of the total; state and federal grants, 1 percent; contract fees, 7 percent; endowments and gifts, 1 percent; and other sources, less than 1 percent.

Chapter VI

LIBRARY SYSTEM DEVELOPMENT OBJECTIVES, PRINCIPLES, AND STANDARDS

INTRODUCTION

Planning is a rational process for formulating and meeting objectives. It is essential, therefore, that objectives be formulated before plans are prepared. The chosen objectives guide the preparation of alternative plans, and when supported by principles and standards, provide a basis for the evaluation of the various alternative plans and for the selection of a final plan.

Because the formulation of objectives and supporting principles and standards necessarily includes many non-technical as well as technical value judgments, such formulation must involve the active participation of public officials and concerned citizen leaders, as well as concerned technicians. The Commission itself, together with its advisory committee structure, provides the best available means for such involvement and for openly reaching agreement on objectives which can serve as a guide to shaping development within the Region. Thus, one of the major tasks of a technical advisory committee was to assist the Commission in the formulation of regional library development objectives, together with supporting principles and standards. This chapter sets forth the comprehensive regional library development objectives, principles, and standards which formed the basis for the library plan design and evaluation.

BASIC CONCEPTS AND DEFINITIONS

The term "objective," together with certain related terms used in planning, is subject to a wide range of interpretation and application. The Commission, therefore, has adopted the following definitions in order to provide a common frame of reference:

1. Objective: a goal or end toward the attainment of which plans and policies are directed.
2. Principle: a fundamental, primary, or generally accepted tenet used to support objectives and to prepare standards and plans.
3. Standard: a criterion used as a basis of comparison to determine the adequacy of plan proposals to attain objectives.
4. Plan: a design which seeks to achieve agreed-upon objectives.
5. Policy: a rule or course of action used to ensure plan implementation.
6. Program: a coordinated series of policies and actions to carry out a plan.

Although this chapter deals only with the first three of these terms, an understanding of the relationship between all the above terms and the basic concepts which they represent is essential to any consideration of the specific library development objectives, principles, and standards presented herein.

LIBRARY SYSTEM DEVELOPMENT OBJECTIVES

To be useful in the regional planning process, objectives for functional facilities, such as libraries, must be logical, related in a demonstrable way to physical development proposals, and consistent with broader, overall regional development objectives. The latter is particularly important if the coordination of regional library development with regional land use, transportation, utility, and other community facility development is to be achieved.

In its planning efforts to date, the Southeastern Wisconsin Regional Planning Commission has adopted, after careful review and recommendation by various advisory committees, nine broad, general regional development objectives. Two of these nine objectives set forth in SEWRPC Planning Report No. 7, The Land Use-Transportation Study, Volume Two, Forecasts and Alternative Plans—1990, are particularly relevant to library system planning:

1. An adequate and balanced level of community services and facilities.
2. An attractive and healthful physical and social environment with ample opportunity for education, cultural activities, and outdoor recreation.

The foregoing overall development objectives are necessarily general, but nevertheless provide a broad framework within which regional planning can take place and the more specific goals of the various functional plan elements stated and pursued. Within the broad framework established by the general development objectives, a secondary set of more specific regional development objectives can be postulated which relate directly to various functional plan elements, including a regional library system plan, and which can be at least crudely quantified. The quantification is facilitated by complementing each specific objective with a set of planning standards, which in turn directly relate to a planning principle or principles which support the chosen objective.

Two specific objectives were formulated to guide the library system plan preparation:

1. The provision of a full range of library services to meet the social, educational, informational, and recreational needs of the residents of the Region.

2. The location and design of library facilities to assure the efficient as well as effective provision of library services to all residents of the Region.

LIBRARY PLANNING PRINCIPLES AND STANDARDS

Complementing each of these two library development objectives are library planning principles and standards. Each set of standards relates to the planning principle as well as to the specific objective, and serves to facilitate the quantitative application of the objectives in plan design, test, and evaluation.

A planning principle is a statement of fact which supports a specific objective by asserting its validity. A review of national and state library planning literature reveals a documented set of comprehensive principles which are generally accepted by librarians. Several of these principles were adapted to the regional library planning effort. The librarians represented on the Technical Advisory Committee were asked to formulate additional principles as necessary.

A planning standard is a criterion to be used to determine the relative ability of alternative plan proposals to attain stated development objectives. Planning standards can be grouped into two basic categories: qualitative and quantitative. Qualitative standards are those which cannot be readily quantified, such as: "A delivery service should be established among libraries in a system." No quantitative evaluation can be made on the basis of this standard. All proposed alternative plans may include a delivery service element and, therefore, may meet this standard to some extent. The alternative plan with the delivery system judged to provide the highest quality of service would best meet this standard.

Quantitative standards are those which provide a quantitative evaluation of alternative plans, such as: "A library system collection should include total book resources of at least two volumes per person served." Any alternative plan would have to meet this standard to be acceptable. The supporting principles and standards used in the library system plan, together with the related objectives, are set forth later in this chapter.

OBJECTIVES, PRINCIPLES, AND STANDARDS RELATING TO PUBLIC LIBRARIES

Librarians place great emphasis on organizational structure for library services. The provision of such service depends not only on the functional aspects of library operations but also on the jurisdictional aspects of library services and operation. Unlike some other Commission planning programs, such as the transportation planning program, the library planning program combines the jurisdictional with the functional phases of the work. Librarians have identified six elements of service within which every aspect of library service can be categorized. The elements of service are: availability, structure and government, service, collection of materials, personnel, and physical facilities. Like all aspects of library facilities and services, the principles and standards set forth in this chapter can also be related to six elements of service which have been incorporated into the list of principles and standards set forth in Table 26 as these principles and standards relate to each of the two library objectives adopted by the Technical Advisory Committee.

Table 26

PUBLIC LIBRARY SYSTEM DEVELOPMENT OBJECTIVES, PRINCIPLES, AND STANDARDS

OBJECTIVE NO. 1

The provision of a full range of library services to meet the social, educational, informational, and recreational needs of the residents of the Region.

AVAILABILITY

PRINCIPLE

The provision of adequate educational and recreational opportunities is as important to the social well-being of an area as the provision of basic transportation and utility services is to the physical and economic well-being of an area. Library facilities and services are an important component of the necessary educational and recreational facilities and services and should, therefore, be reasonably accessible to every person residing within an area.

STANDARDS

1. A system headquarters library should be located within a one-hour one-way travel time by automobile or mass transportation of a minimum of 50 percent of the residents of the legal jurisdictional area of the system.

2. A resource center library should be located within a two-hour one-way travel time by automobile or mass transportation of a minimum of 50 percent of the residents of the legal jurisdictional area of the system.

3. A community library should be located within a 30-minute one-way travel time by automobile or mass transportation of a minimum of 50 percent of the residents of the service area of the library.

   a. A branch library should be located within a 15-minute one-way travel time by automobile or mass transportation of the total population served by the branch library.

   b. A branch library should serve a minimum population of 25,000 persons and a maximum population of 50,000 persons.

   c. Supplemental facilities and services, such as bookmobiles and mail services, should be established by each system to serve residents of the system's jurisdictional area who cannot conveniently visit permanent library facilities due to travel distances, physical handicaps, or other reasons.

4. Every resident, through his community public library, should have access to the resources of all public libraries in the Region as well as to the resources of state- and national-level libraries.

STRUCTURE AND GOVERNMENT

PRINCIPLE

To provide for effective, efficient, coordinated library services throughout the Region, each public library system within the Region should develop and maintain a close working relationship with all other types of libraries in its geographic area and with other library systems, and each community public library within a system in the Region should develop and maintain a close working relationship with other types of libraries in its service area.

STANDARDS

1. Each library system should develop interlibrary resource and service exchange agreements with school, academic, and special libraries within its system area and with other systems in the Region.

2. Each library system should have an agreement with any other type of library designating it as its resource library or libraries, whether located within the system area or elsewhere in the Region.

3. Each member community public library should have interlibrary resource and service exchange agreements with school, academic, and special libraries within its service area.

4. Each library system should establish a policy and procedure to enable library users to borrow and return material at any member library in the system.

5. Each library system should establish a policy and procedure for the easy and rapid loaning of materials among member libraries, including the headquarters library.

6. Each library system should maintain a current record of the library materials held by each library in the system, and should provide copies of the record to member libraries so that library users have ready access to information on systemwide holdings.

7. Each library system should establish the policy and procedures for reference and research referral to and among the system member libraries and to the designated resource center library.

8. The headquarters library of each system should maintain staff and materials adequate to provide factual information and research assistance on a wide range of subjects, as well as have direct access to materials on specialized subjects which are of importance to the population served by the system.

9. Each community public library within the system should provide material and personnel adequate to maintain a general information program for the daily use of the population in its service area and, in addition, should follow the prescribed policies and procedures for reference and research referral from the headquarters and other libraries within the system.

SERVICE

PRINCIPLE A

Libraries can best serve the population within the library service area by maintaining well-planned hours of operation which accommodate the majority of the population within the service area.

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STANDARDS

1. Each library within a system should establish and post specific hours indicating when the facility will be open for service.

2. Each system headquarters library, community public library, and branch facility serving a minimum of 25,000 persons should be open for service at least 66 hours each week, including some evenings, Saturdays, and Sundays.

3. All community public libraries serving between 10,000 and 25,000 persons within a library system should be open for service at least 56 hours each week, including some evenings.

4. All community public libraries within systems serving less than 10,000 persons should be open at least 20 hours each week, including some evenings.

5. All bookmobile facility operations should maintain regular scheduled service stops at least once every two weeks, with each service stop being a minimum of one hour in length.

PRINCIPLE B

Effective provision of both general and special library materials and research information requires the maintenance of a means of rapid communication among libraries in the system as well as with resource libraries outside of the system.

STANDARDS

1. Each headquarters library and designated resource center library of a system should maintain a teletypewriter or equivalent equipment for interlibrary communication.

2. Each community public library in a system should maintain a minimum of one telephone located at a service desk or other appropriate service center within the library.

3. A schedule of regular and frequent deliveries of library materials among libraries within each system should be established and maintained.

COLLECTION OF MATERIALS

PRINCIPLE A

Collections of books and printed and nonprinted materials should be maintained which meet the needs, interests, and points of view of the library user.

STANDARDS

1. Each library system should develop a full range of library services for children, young adults, and adults.

2. Each community public library should have sufficient resources to provide the most frequently requested materials from its own collection.

3. Total system book holdings should be two to four volumes per capita, and for those libraries serving 1,000,000 or more persons, at least two volumes per capita.

   a. The headquarters library should maintain a book collection of at least 100,000 nonfiction titles, and a comprehensive collection of current as well as older fiction titles including duplicates as needed.

   b. Each member library serving 25,000 or more persons should have a book collection of two volumes per capita for those persons residing in its municipality, and one volume per capita for those persons residing in its service area outside of its municipality, or 100,000 volumes, whichever is greater.

   c. Each member library serving less than 25,000 persons should have a book collection of four volumes per capita for those persons residing in its municipality and two volumes per capita for those residing in its service area outside of its municipality, or 50,000 volumes, whichever is greater.

4. A system should have available in its service area at least one periodical subscription for each 200 residents of the service area.

   a. The headquarters library should subscribe to at least 400 periodical titles plus duplicates and maintain appropriate back files in the most useful and economic form, including microform, and should provide a range of indexing services including the more specialized which are not expected to be held by member libraries.

b. Member libraries serving 25,000 or more persons should maintain the appropriate number of periodical subscriptions for the people served, including those titles indexed in the unabridged Readers Guide and, as needed, selections from those titles included in specialized indexes with back files being retained according to need.

c. Member libraries serving less than 25,000 persons should maintain the appropriate number of periodical subscriptions for the people served: (1) libraries serving 10,000 persons or more should have at least 140 periodical titles indexed in the unabridged Readers Guide; (2) libraries serving less than 10,000 persons should have at least 20 periodical titles indexed in the abridged Readers Guide and not generally included in family subscriptions, with back files being retained according to need.

d. All member libraries should make use of the headquarters library collection of periodicals and indexes that are not part of the local collection.

5. A system collection should contain newspapers having local, regional, and national circulation.

a. The headquarters library should have local and regional newspapers and at least five nationally recognized papers, and should maintain its own complete index with files of significant newspapers being retained in microform.

b. Member libraries serving 25,000 persons or more should have local, regional, and nationally recognized newspapers, with back files of both significant papers and local newspapers being retained in microform.

c. Member libraries serving less than 25,000 persons should have local and regional newspapers, with back files of local papers being retained in microform.

d. Libraries serving 10,000 or more persons should have at least one nationally recognized newspaper, with back files of local papers being retained in microform.

6. A library system should provide an audiovisual (AV) collection for system use.

a. The headquarters library should maintain a permanent basic film collection of at least 1,000 motion picture films, filmstrips, and slides; at least 5,000 sound recordings; and a sufficient quantity of other audiovisual materials to meet system demand.

b. All member libraries should have access to films through the headquarters library.

c. Member libraries serving more than 25,000 persons or more should have at least 2,500 sound recordings and maintain a collection of other audiovisual materials to meet local demand, borrowing as needed from the headquarters library.

d. Member libraries serving 10,000 to 25,000 persons should have at least 500 sound recordings and maintain a collection of other audiovisual materials to meet local demand, borrowing as needed from the headquarters library.

e. Member libraries serving less than 10,000 persons should provide information about sound recordings as well as maintain a collection of other audiovisual material to meet local demand, borrowing as needed from the headquarters library.

PRINCIPLE B

The most effective use of library materials requires adequate organization and control within each library as well as within the entire system.

STANDARDS

1. The regulations regarding loans to the library user should be uniform throughout the system.

2. All libraries in the system should use the same format of materials organization to benefit all system users.

3. The system should provide centralized acquisition, cataloging, and preparation of materials for all member libraries, either at the headquarters library or another designated library in the system.

PERSONNEL

PRINCIPLE

In order to provide adequate individual service to library users as well as administer library operations, each library in a system must employ properly qualified personnel as well as have access to the professional personnel at the headquarters library and library specialists within the library system.

STANDARDS

1. Each library system should maintain a minimum of one full-time equivalent employee for every 2,000 persons within the system service area, of which one-third should be professional librarians.

2. The headquarters library of each system should employ a minimum of one librarian in each of the following major segments of library service: (a) administration; (b) information and advisory service for adults, young adults, and children; (c) organization and control of materials; (d) extension services; and (e) subject specialists as needed.

3. The staff directors of each community public library or of a branch library of a community library within a system should meet the state certification regulation requirements for such positions.

4. The headquarters library should maintain a regular systemwide program of inservice training for the personnel employed by all member libraries.

OBJECTIVE NO. 2

The location and design of library facilities to assure the efficient as well as effective provision of library services to all residents of the Region.

PHYSICAL FACILITIES

PRINCIPLE A

Maximum use of library facilities occurs when such facilities are located at or near permanent centers of public attraction and when such facilities are readily accessible by all means of transportation and by all persons living within the area served.

STANDARDS

1. Headquarters libraries for systems within the Region should be located at or near designated major retail and service centers (regional shopping centers) or major centers of government operation.

2. All libraries within a system within the Region should be located at or near community or other major shopping centers or other points of concentrated pedestrian activity.

3. All permanent library facilities should be located at or near the intersection of two major arterial streets and should be visible from such arterial streets.

4. All library facilities should be established and located according to population density, and in southeastern Wisconsin should have a minimum effective service radius[a] of one mile in high population density areas, one and one-half miles in medium population density areas, and two miles in low population density areas.

5. All libraries in southeastern Wisconsin should provide for or have access to off-street parking located within 300 feet of the library.[b]

PRINCIPLE B

In order to serve library users and to provide a full range of library materials to all segments of the population, a library must be functional and flexible in design as well as attractive and well equipped.

STANDARDS

1. A library should be readily identifiable as a library by a visible sign on the exterior of the building, and by interior library service areas which are visible from the exterior of the building.

2. Each library in a system should be designed to accommodate the expansion of the library material collection, as well as provide space devoted to public use based on expected population growth of its service area within a 20-year period from the date of library construction.

3. All approaches, entrances, exits, interior accesses, and public facilities within any public library should be clearly marked and defined and should be designed to accommodate both the handicapped and the aged.

4. The headquarters library, the community library, and the branch library in southeastern Wisconsin should be constructed in such a manner as to meet minimum space requirements according to state library building standards. As stated in A Design for Public Library Development in Wisconsin—Standards for Measuring Progress, 1963, published by the Wisconsin Free Library Commission.

[d] *The service radius of a library encompasses that area in which the daily users of the library live.*

[b] *Adequate off-street parking is defined as sufficient off-street parking spaces, located within 300 feet of the library, to accommodate at least 60 percent of the average hourly library facility users.*

OBJECTIVES, PRINCIPLES, AND STANDARDS RELATING TO ELEMENTARY AND SECONDARY SCHOOL LIBRARIES

Within the overall development objectives as well as the specific library development objectives recommended for adoption in this planning report, minimum principles and standards should be set forth for all elementary and secondary school libraries in order for public library systems and school libraries to better coordinate their efforts in providing effective library service to residents of the Region. Librarians represented on the Technical Advisory Committee carefully reviewed state and nationally promulgated principles and standards for development and use of these school libraries and have included the principles and standards set forth in Table 27 as guidelines for the development of school libraries and areas for cooperation with public library systems.

Table 27

ELEMENTARY AND SECONDARY SCHOOL LIBRARY DEVELOPMENT OBJECTIVES, PRINCIPLES, AND STANDARDS

OBJECTIVE NO. 1

The provision of a full range of library services to meet the social, educational, informational, and recreational needs of the residents of the Region.

AVAILABILITY AND SERVICE

PRINCIPLE

In order to adequately perform the function of supplementing formal classroom education, school library services must be available and easily accessible to every student in every school in the Region, and well-planned hours of operation should be maintained.

STANDARDS

1. All schools should have central library media centers[d] within the school building.

2. The central library media centers which are provided should be open for service during school and nonschool hours, and should be adequately staffed to better serve the needs of the students and faculty.

3. The school library supervisor should maintain a continuous evaluation program of the techniques and changes in library needs and operations to meet the needs of students and faculty.

4. The school library supervisor should cooperate with other libraries in the community to provide increased library service for the population of the area.

COLLECTION OF MATERIALS

PRINCIPLE

In order to meet the informational, educational, and recreational needs of the students and faculty, school libraries must maintain an adequate stock of books and other print and nonprint materials.

STANDARDS

1. Schools should provide financial and stock resources for their own libraries to meet increased and new demands created by educational curriculum changes.

2. The number of books, periodicals, newspapers, and other library materials should meet the needs of the students and faculty

   a. Schools should have a minimum of 8,000 titles or 12 volumes per student, whichever is greater, with 50 periodical titles for elementary schools and 100 periodical titles for secondary schools; 500 filmstrip titles or one per student, whichever is greater; 250 8mm film titles or one per student, whichever is greater; and 1,000 tape and disc recording titles or two per student, whichever is greater.

   b. Professional library materials for the faculty should include a minimum of 300 titles with 40 professional periodical titles.

   c. School libraries should subscribe to at least one local, one regional, and one national newspaper.

   d. School libraries should have access to at least one 16mm film per teaching station, with a minimum of 500 titles.

PERSONNEL

PRINCIPLE

Qualified, trained personnel are essential for the provision of good school library service.

STANDARDS

1. The school media centers should be staffed by a media specialist and a supportive staff of media aides, media technicians, and other personnel.

2. School libraries should have one full-time media specialist for every 250 students.

3. There should be at least one media technician and one media aide for each professional media specialist in schools of 2,000 or fewer students.

4. Professional staff must meet the state certification educational requirements.

5. There should be periodic inservice training and additional graduate school studies as necessary to ensure a well-trained, professional staff.

OBJECTIVE NO. 2

The location and design of library facilities to assure the efficient as well as effective provision of library services to all residents of the Region.

PHYSICAL FACILITIES

PRINCIPLE

It is essential to the adequate provision of service and the accommodation of programs that school library facilities be functional, flexible, attractive, and properly equipped.

STANDARDS

1. School libraries should be generally located convenient to classroom activities within the school building for maximum accessibility by students.

2. School libraries should be in a location which is convenient to an outside entrance of the school for use by students and faculty during non-school hours.

3. School libraries should be large enough to provide for an appropriate sized collection, adequate seating space, ample work room, and office space to meet the maximum student capacity of the building.

4. The school library should serve only as the media center of the school in which it is located.

5. The school library should be equipped with a telephone.

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[a] *A central library media center is the name given a separately housed library within a school building and serving all students attending the school.*

OBJECTIVES, PRINCIPLES, AND STANDARDS RELATING TO HIGHER EDUCATIONAL INSTITUTION LIBRARIES

Within the overall development objectives as well as the specific library development objectives recommended in this report, minimum principles and standards should be set forth for higher educational institution libraries in order for public library systems, school libraries, and academic libraries to better coordinate their efforts in effective library service to residents of the Region. Librarians represented on the Technical Advisory Committee carefully reviewed nationally promulgated principles and standards for development and use of academic libraries, and have included the principles and standards set forth in Table 28 as guidelines for the development of academic libraries and programs for cooperation with other schools and public library systems.

Table 28

HIGHER EDUCATIONAL INSTITUTION LIBRARY DEVELOPMENT OBJECTIVES, PRINCIPLES, AND STANDARDS

OBJECTIVE NO. 1

The provision of a full range of library services to meet the social, educational, informational, and recreational needs of the residents of the Region.

AVAILABILITY AND SERVICE

PRINCIPLE

To be most effective, academic libraries, in cooperation with other libraries and community leaders, must plan and develop an overall program for cooperation between the various library types.

STANDARDS

1. Academic libraries should maintain continuous evaluation programs of the techniques and changes in library needs and operations to meet the needs of the students and faculty.

2. Academic libraries should cooperate with other libraries in the community to provide increased library service for the total population of the area.

COLLECTION OF MATERIALS

PRINCIPLE

In order to meet the informational, educational, and recreational needs of the students and faculty, academic libraries must maintain an adequate stock of books and other print and nonprint materials.

STANDARDS

1. Academic libraries in four-year educational institutions should provide a minimum of 50,000 volumes for the first 600 students and a minimum of 10,000 volumes for every additional 200 students above the 600-student base.

2. Academic libraries in one- and two-year educational institutions should provide a minimum of 20,000 volumes for the first 1,000 students and a minimum of 5,000 volumes for every additional 500 students above the 1,000-student base.

PERSONNEL

PRINCIPLE

Qualified, trained personnel are essential for the provision of good academic library service.

STANDARDS

1. Academic libraries should have five professional positions and three clerical grade positions for the first 750 full-time students, and one additional professional and one additional clerical position for each additional 500 students.

2. There should be periodic inservice training as well as additional graduate study to ensure a well-trained professional staff.

OBJECTIVE NO. 2

The location and design of library facilities to assure the efficient as well as effective provision of library services to all residents of the Region.

PHYSICAL FACILITIES

PRINCIPLE

It is essential to the adequate provision of service and the accommodation of programs that academic library facilities be functional, flexible, attractive, and properly equipped.

STANDARDS

1. New library buildings should be based on anticipated growth during a 20-year period.

2. Shelf space in a new facility should be planned to allow for at least a doubling of the collection size.

3. A variety of seating types should be provided, meeting a minimum of one library seat or table space equal to 6 square feet per reader area.

4. A minimum of 125 square feet of staff work area per staff member should be provided.

SPECIAL LIBRARIES

Special libraries such as business, church, government, and industry libraries should maintain information necessary to meet the needs of their particular users. In addition, representatives from the special libraries should be included as participants in the planning and development of programs for cooperation between public library systems, schools, and academic and special libraries.

OVERRIDING CONSIDERATIONS

Several overriding considerations must be recognized in the application of these standards during the preparation of the alternative library facilities and services plans. First, it must be recognized that each proposed public library system should be established on a clear legal basis. Consequently, any such system established in the Region through 1979 should encompass a geographic area having a minimum population of 105,000 persons, and any system established after 1979 should encompass a geographic area having a minimum population of 150,000 persons. In addition, a library system must meet the statutory state administrative requirements for state financial aids, and should have a designated headquarters library, including a systems administrative unit or separate administrative unit and a designated library to divide the headquarters library function. The public libraries within the public library system should affiliate with the system and, consequently, the system and each member community public library should be established and maintained according to the provisions of the Wisconsin Statutes.

Second, it must be recognized that an overall evaluation of each system plan must be made on the basis of the costs and benefits derived from each plan. Such an analysis may show that the attainment of one or more of the recommended standards is beyond the economic capability of the system area and that the standards, therefore, cannot be practically met and must be either reduced, eliminated, or deferred until economically feasible.

Third, it must be recognized that it is unlikely any one plan proposal will completely meet all of the standards; and the extent to which each standard is met, exceeded, or not met must serve as a measure of the ability of each alternative library plan proposal to achieve the specific objectives for which the given standard is stated.

Fourth, it must be recognized that certain objectives and standards may be in conflict under different alternative plans requiring resolution through compromise, and that a meaningful plan evaluation can only take place through a comprehensive assessment of each of the alternative plans against all of the standards.

Fifth, it must be recognized that the standards must be judiciously applied to system areas or facilities which are already partially or fully developed, since such application may require extensive reevaluation of existing programs. By staging development of the recommended plan, a periodic review of the standards can take place and details of the plan can be reevaluated at intervals, which will reduce the risks involved in implementation and reduce excessive costs by deferring actions of implementation on all items until economically feasible.

Finally, it must be recognized that total library system plan development with full cooperation between the various types of libraries will only take place when each library fully meets its individual responsibilities for facilities and services, and then only through a continued group effort among the various library types for cooperative library service arrangements.

SUMMARY

The task of formulating objectives and standards to be used in plan design and evaluation is a difficult but necessary part of the planning process. It is readily conceded that regional plan elements must advance development proposals which are physically feasible, economically

sound, aesthetically pleasing, and conducive to the promotion of public health and safety. Agreement on development objectives beyond such generalities, however, becomes more difficult to achieve because the definition of specific development objectives and supporting standards inevitably involves value judgments. Nevertheless, it is essential to state such objectives for the development of regional library facilities and services and to quantify them insofar as possible through standards in order to provide the framework through which the regional library facilities and services plan can be prepared.

The library planning program is the first comprehensive planning program undertaken by the Commission to deal directly with community facilities on a regional scale. Two specific objectives were formulated to guide the preparation of a library system plan. These are:

1. The provision of a full range of library services to meet the social, educational, informational, and recreational needs of the residents of the Region.

2. The location and design of library facilities to assure the efficient as well as effective provision of library services to all residents of the Region.

The regional library facilities and services objectives and supporting principles and standards as set forth in this chapter are based upon previously adopted regional development objectives, supplemented as required to meet the specific needs of the library facilities and services planning program. The standards presented herein are those against which all existing facilities and services, as well as all proposed alternative plan elements, should be measured.

Chapter VII

ANTICIPATED REGIONAL GROWTH AND CHANGE

INTRODUCTION

In any planning effort, forecasts are required of future events and conditions which may be outside the scope of the plan but which affect either the plan design or implementation. The future demand for physical resources in a planning area is determined primarily by the size and spatial distribution of future population and economic activity levels. Control of changes in these levels lies largely outside the scope of governmental activity at both the regional and local level and entirely outside the scope of the library planning program. In the preparation of a comprehensive regional library plan, however, the forecast population and economic activity levels within the Region were included. These forecasts were converted to future demand for physical resources within the Region as delineated in the regional land use plan, and a comprehensive regional library plan was prepared to meet the forecast demands. The comprehensive regional plan data therefore serve as the framework within which the comprehensive library plan will be developed. Regional population and economic forecasts are the initial inputs to forecasts of future demand for library facilities and services in the Region. This demand for future library facilities and services will be compared with existing library facilities and services to determine any deficiencies to be alleviated by specific alternative plan proposals.

Many methods have been developed for forecasting change in a Region such as southeastern Wisconsin. Some of these methods are quite simple, others are highly complex, but all are ultimately based upon historical experience and generally rely on a combination of mathematical formulation and professional judgment to analyze this experience and project it into the future. To date, no single mathematical or judgmental method for forecasting basic components of regional change has proved to be the most accurate. For this reason, the Commission in its regional land use-transportation study[1] and subsequent continuing land use-transportation study efforts has utilized a number of methods, compared the results, and after carefully considering any differences, chosen the best estimate.

Finally, it must be recognized that all forecasts involve uncertainty and must, therefore, be made with caution. Forecasts cannot take into account events which are unpredictable but which may have major effects on future conditions, such as wars, epidemics, major social, political and economic upheavals, and radical institutional changes. Moreover, both public and private decisions less radical than these can be made which may significantly affect the ultimate accuracy of any forecast. For these reasons, forecasting, like planning, must be a continuing process. As unforeseeable events occur, forecast results must be revised and the plans which are based on these forecasts reviewed and revised accordingly.

[1] *The forecasts prepared as a part of the regional land use and transportation planning program and the assumptions and techniques employed are set forth in SEWRPC Planning Report No. 7, The Land Use-Transportation Study, Volume II, Forecasts and Alternative Plans—1990, Chapter III.*

POPULATION GROWTH

Historical Background

In the past, population growth in the Region has generally paralleled that of other large metropolitan areas of the United States, with large absolute population increases and high rates of increase. More recently, however, the Region population has increased at a slower rate than that of the United States or the State of Wisconsin, increasing from 1,240,618 in 1950 to 1,756,086 in 1970, or almost 42 percent, with nearly two-thirds of this growth occurring during the 1950-1960 period. This increase is substantial when compared with a total increase of only one million persons in the preceding 100 years. While the Region's share of U. S. population has remained about the same at nearly 1 percent, the Region's share of state population has increased from 36 to 40 percent. The relatively large population growth in the Region from 1950 to 1960 was the result of changes in the three basic components of population change, namely, births, deaths, and migration. During that 10-year period birth rates increased, death rates declined, and the rate of net migration (excess of in-migrants over out-migrants) increased. For example, the number of births per 1,000 persons increased from 23 in 1950 to 26 in 1960; the death rate declined from 10 deaths per 1,000 persons in 1950 to nine in 1960; and the rate of net migration increased from five net in-migrants per 1,000 persons in the 1940s to nine per 1,000 persons in the 1950s.

The 1970 census, which indicated a regional population of 1,756,086, also showed a reversal of the historical migration rates, with a net migration out of the Region of over 20,000 persons between 1960 and 1970. An actual decline in the birth rate in the Region from 1960 to 1970 was also a reversal of recent trends. In addition to these significant changes in basic population growth components, the age-sex composition of the population in the Region has also been changing significantly in the younger and older age groups. The percentage of the population under 15 years of age increased from 24 percent in 1950 to 30 percent in 1970, while the percentage of the population 65 years of age and older increased from 8 percent

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in 1950 to 10 percent in 1970.[2] There has also been a slight decline in the ratio of males to females during this period, generally due to an extension of a long-term trend of a longer life expectancy of females.

Population Forecasts

The population of the Region is forecast to continue to increase rapidly and, as indicated in Table 29, to reach approximately 2,261,000 persons by 1990. This represents an increase of slightly more than 505,000 persons from 1970. About 44 percent of this increase is forecast to take place by 1980, and the remaining 56 percent from 1980 to 1990. It is expected that the regional population will increase at a faster rate than the population of the state, increasing about 29 percent from 1970 to 1990 compared to a 22 percent increase for the state (see Table 29 and Figure 6).

Each of the seven counties in the Region is expected to gain in population from 1970 to 1990. The greatest absolute and percentage increase—221,000 persons, or 96 percent—is expected to occur in Waukesha County (see Table 30 and Figure 7). The total population is expected to increase by 505,200 persons, and the composition of various age groups within the total population is also expected to change, as shown in Table 31 and Figure 8. The major changes expected to occur between 1970 and 1990 which may affect library use include the following:

1. The preschool age population (age 0 to 4) is expected to increase by about 24 percent, a lower rate than that expected for the population as a whole. The total increase in this age group by 1990 is expected to be about 37,600 persons.

2. The elementary school age population (age 5 to 14) is expected to decrease by more than 3 percent, compared to the 29 percent increase for the regional population as a whole. The total decrease in this age group is expected to be nearly 22,800 persons.

3. The high school age population (age 15 to 19) is expected to decrease by over 12,600 persons, or about 8 percent, from 1970 to 1990. This rate of decrease is also significant when compared to the rate of increase expected for the regional population as a whole.

4. The working age population (age 20 to 64) is expected to increase about 47 percent, a rate considerably greater than that expected for the total population. The absolute increase of over 422,700 persons in this age group represents about 84 percent of the expected total regional population increase from 1970 to 1990.

5. The retirement age population (age 65 and over) is expected to increase by over 47 percent, representing an absolute increase of more than 80,300 persons from 1970 to 1990.

[2] *See SEWRPC Technical Report No. 11, The Population of Southeastern Wisconsin.*

Table 29

ACTUAL AND FORECAST POPULATION LEVELS
IN THE REGION, WISCONSIN, AND THE UNITED STATES
SELECTED YEARS 1950-1990

Geographic Area	Population Level[a]					
	Actual			Forecast		Forecast Percent Change
	1950	1960	1970	1980	1990	1970-1990
Region	1,240,600	1,573,600	1,756,100	1,979,100	2,261,100	28.8
Wisconsin[b]	3,434,600	3,952,800	4,417,900	4,850,000	5,405,000	22.3
United States[c]	151,325,800	179,323,200	203,184,800	230,955,000	266,238,000	31.0

[a] *Population figures for the census years 1950, 1960, and 1970 are as of April 1; population figures for the forecast years 1980 and 1990 are as of January 1.*

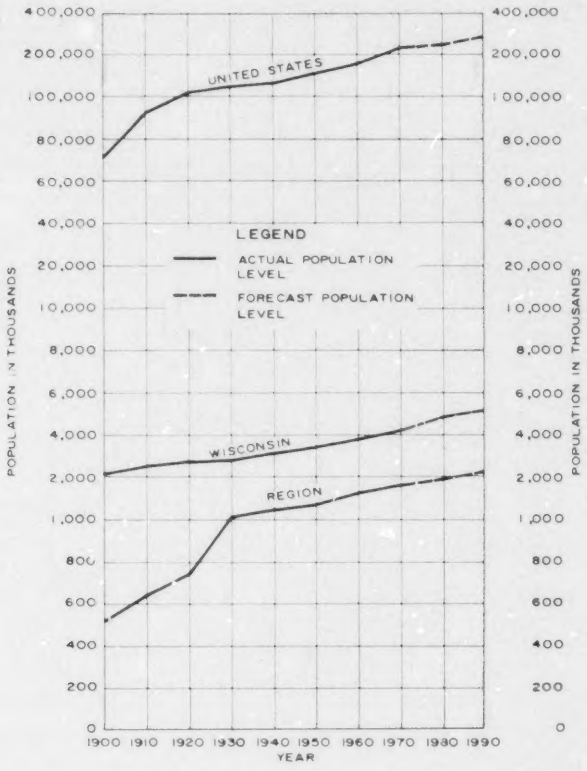
[b] *Prepared by SEWRPC utilizing a continuation of a historic linear relationship between changes in the population of the State of Wisconsin and of the United States.*

[c] *Figures include armed forces abroad and are Series C Projections published by the U. S. Bureau of the Census, Current Population Report Series P-25, No. 496, December 1972, pp. 14-16.*

Source: U. S. Bureau of the Census and SEWRPC.

Figure 6

ACTUAL AND FORECAST POPULATION LEVELS IN THE REGION, WISCONSIN AND THE UNITED STATES: 1900-1990



Source: U.S. Bureau of the Census and SEWRPC.

6. The number of males in the population is expected to increase at a slightly slower rate than the number of females.

These forecasts have important implications for long-range library services planning. Initially, these changes indicate a continued need for new elementary educational facilities and new secondary and college level educational facilities as well as additional library facilities. These changes also indicate that the labor force will contain a larger number of younger persons, and that a great number of men and women under 35 years of age will be employed or seeking work and will require research and other library materials available for educational and changing job requirements. Finally, these changes indicate that the oldest segment of the population will continue to increase quite rapidly, and library facilities and services to serve them will need to be increased to meet new and changing demands.

EMPLOYMENT GROWTH

Historical Background

Since 1950, employment in the Region has shown a marked increase. Between 1950 and 1970, about 189,000 new jobs were created, and by 1970, total employment within the Region was about 741,600 persons. This substantial increase, which has attracted job applicants and their families, has been responsible for a large share of the population growth which occurred during this period. Employment growth has not, however, been uniform throughout the various industrial groups in the regional economy. In general, employment growth in the trade and service industry groups has been more rapid than in the manufacturing groups, and as a result, the regional economy is becoming more strongly oriented toward trade and service activities. Manufactur-

Table 30

ACTUAL AND FORECAST POPULATION LEVELS IN THE REGION BY COUNTY
SELECTED YEARS 1950-1990

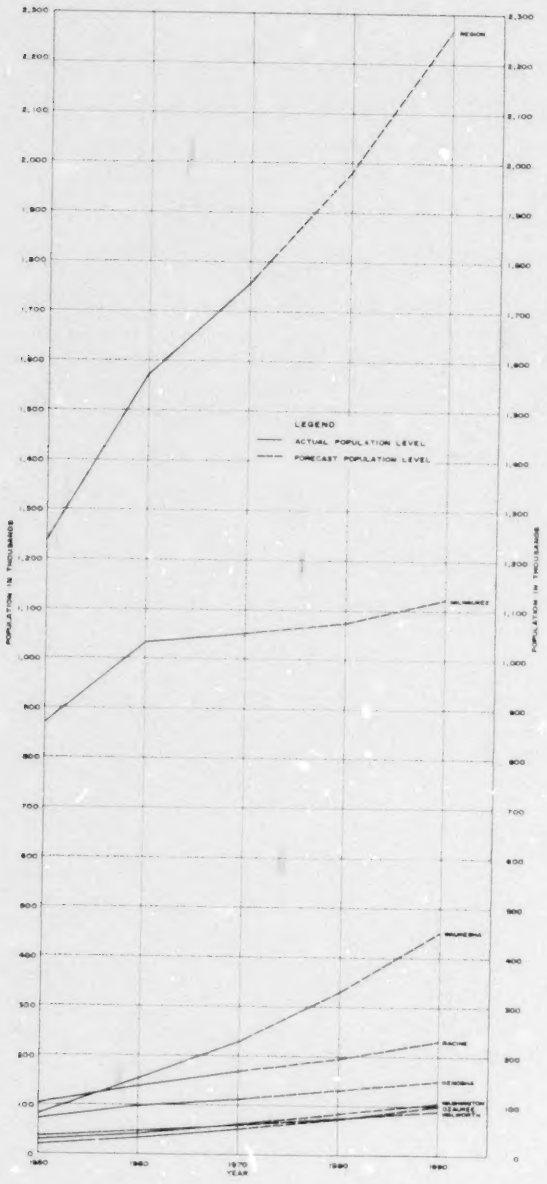
County	Population Level						
	Actual			Forecast		Change: 1970-1990	
	1950	1960	1970	1980	1990	Number	Percent
Kenosha	75,200	100,600	117,900	133,200	152,400	34,500	29.3
Milwaukee	871,000	1,036,000	1,054,300	1,078,600	1,122,200	67,900	6.4
Ozaukee	23,400	38,400	54,500	75,000	100,400	45,900	84.2
Racine	109,600	141,800	170,800	199,800	233,100	62,300	36.5
Walworth	41,600	52,400	63,400	76,000	92,100	28,700	45.2
Washington	33,900	46,100	63,800	85,500	108,500	44,700	70.1
Waukesha	85,900	158,300	231,400	331,000	452,400	221,000	95.5
Region	1,240,600	1,573,600	1,756,100	1,979,100	2,261,100	505,000	28.8

Source: U. S. Bureau of the Census and SEWRPC.

ing, however, is still the largest employer in the Region, accounting for over one-third of all employment in 1970. In the manufacturing industry, the largest employers—those producing machinery, electrical equipment, and transportation equipment—accounted for over half of all the manufacturing jobs in the Region in 1970. The production of food products and primary and fabricated metal products also accounts for a considerable amount of employment.

Figure 7

ACTUAL AND FORECAST POPULATION LEVELS IN THE REGION BY COUNTY: 1950-1990



Source: U.S. Bureau of the Census and SEWRPC.

Trends in these individual manufacturing industries indicate that printing and publishing and electrical equipment producers have experienced the fastest growth in employment from 1950 to 1970, thus increasing their share of total manufacturing employment. The nonelectrical machinery industry has had virtually no long-term employment growth since 1950, and as a result has declined in its share of total manufacturing employment. Most producers of nondurable goods, such as food, beverages, clothing, leather, paper, and chemicals, have also experienced little long-term employment growth, and as a result their share of total manufacturing employment has declined.

Employment Forecasts

Employment in the Region is forecast to reach about 946,000 persons by 1990, which represents a 28 percent increase over the 1970 level of about 741,600 employees. This rate of increase is less than the forecast 29 percent population growth rate during this same period, reflecting assumptions that fewer employees will support the regional population in the future and that the size of the labor force relative to the total population will decrease.

As shown in Table 32 and Figure 9, employment in the major regional manufacturing industries from 1970 to 1990 is forecast to range from a 4 percent decrease to a 46 percent increase, while employment in the service industries, including finance, insurance, and real estate, government, education, and medical and professional services is forecast to increase at rates varying from 34 to 87 percent. Employment in the trade industries, including retail and wholesale trade, is expected to increase at rates of from 28 to 34 percent.

EDUCATIONAL ATTAINMENT LEVEL

The educational attainment level of the regional population over 25 years of age has increased substantially since 1950. The median year of schooling completed increased from 9.5 years in 1950 to 11 years in 1960 and 12.2 years in 1970. The 1970 national average educational attainment level is 12.1 years. In 1970 nearly 56 percent of the population over age 25 had completed high school or attended college, compared to 44 percent in 1960 and 36 percent in 1950. Educational attainment is not uniform throughout the Region, however, with the highest levels existing in northeastern and western Milwaukee County and in eastern Waukesha County. Three areas of high educational attainment are also evident in the Cities of Racine, Kenosha, and Waukesha, while lower educational attainment levels are generally prevalent in the central areas of the Cities of Milwaukee, Racine, and Kenosha, factors which should be considered in the provision of library materials and services.

INCOME GROWTH

Historical Background

In recent years, incomes of residents in the Region have been rising rapidly both in terms of actual and real dollar increases. (Real dollar increases are those which take into account changes in the purchasing power of the dollar).

Table 31

ACTUAL AND FORECAST AGE AND SEX COMPOSITION IN THE REGION: 1970 and 1990

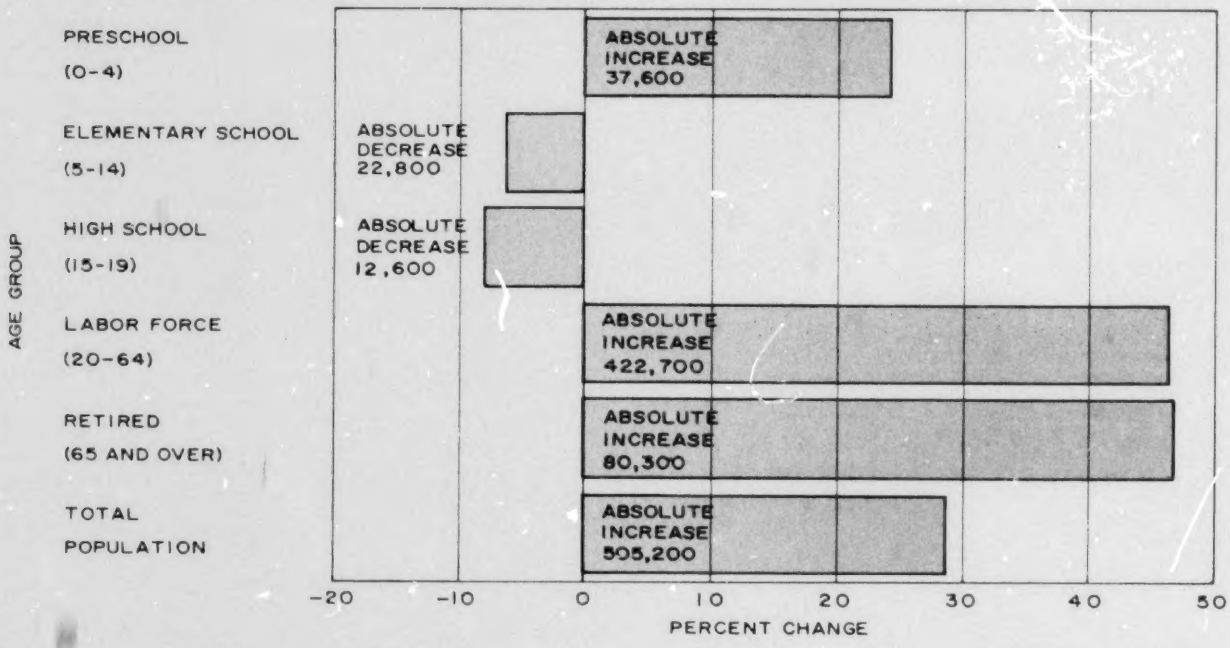
Age Group	1970 (Actual)				1990 (Forecast)			
	Male	Female	Total	Percent of Region Total	Male	Female	Total	Percent of Region Total
Under 5	77,968	75,275	153,243	8.7	97,283	93,578	190,861	8.4
5- 9	93,148	90,135	183,283	10.4	89,943	86,614	176,557	7.8
10-14	95,046	91,819	186,865	10.6	86,925	83,912	170,837	7.6
15-19	81,463	81,570	163,033	9.3	76,640	73,741	150,381	6.7
20-24	60,508	72,164	132,672	7.6	79,639	78,487	158,126	7.0
25-29	55,489	58,553	114,042	6.4	91,198	99,823	191,021	8.4
30-34	47,980	50,021	98,001	5.6	94,419	104,327	198,746	8.8
35-39	47,151	48,706	95,857	5.5	87,505	96,449	183,954	8.1
40-44	51,872	52,759	104,631	6.0	64,204	81,708	145,912	6.5
45-49	50,230	52,910	103,140	5.9	66,796	70,165	136,961	6.1
50-54	45,414	48,300	93,714	5.3	58,122	57,890	116,012	5.1
55-59	40,996	44,428	85,424	4.9	47,709	49,233	96,942	4.3
60-64	34,112	38,455	72,567	4.1	46,011	49,084	95,095	4.2
65-69	25,709	31,785	57,494	3.3	38,851	45,662	84,513	3.7
70-74	19,735	26,976	46,711	2.7	28,777	37,491	66,268	2.9
75 and Over	25,277	39,933	65,210	3.7	35,778	63,136	98,914	4.4
Total	852,098	903,789	1,755,887[a]	100.0	1,089,800	1,171,300	2,261,100	100.0

[a] *The regional population enumerated for the 1970 Census of Population was originally established to be 1,755,887 persons. The U. S. Bureau of the Census later corrected selected county populations and in effect added 199 persons to the total regional population. These 199 persons included in the new total of 1,756,086 persons were not allocated into age groupings; thus the initial regional population level is shown.*

Source: U. S. Bureau of the Census and SEWRPC.

Figure 8

FORECAST POPULATION CHANGE IN THE REGION BY SELECTED AGE GROUP: 1970-1990



Source: U.S. Bureau of the Census and SEWRPC.

Table 32

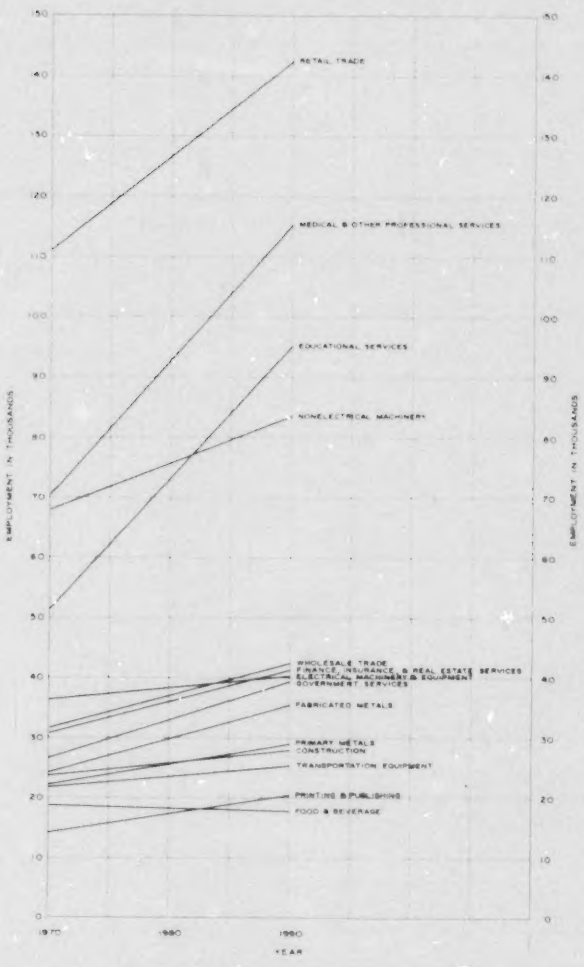
ACTUAL AND FORECAST EMPLOYMENT LEVELS IN THE REGION BY MAJOR INDUSTRY GROUP: 1950-1990

Industry Group	Employment Level					
	Actual					
	1950		1960		1970	
	Employment	Percent of Total Regional Employment	Employment	Percent of Total Regional Employment	Employment	Percent of Total Regional Employment
Nonelectrical Machinery	62,500	11.3	57,100	8.8	68,100	9.2
Electrical Machinery and Equipment	20,100	3.6	43,200	6.7	36,500	4.9
Retail Trade	74,000	13.5	84,600	13.1	111,200	15.1
Medical and Other Professional Services	25,400	4.6	38,700	6.0	70,500	9.5
Educational Services	15,400	2.8	25,400	3.9	51,700	7.0
Wholesale Trade	22,800	4.1	26,000	4.0	32,000	4.3
Finance, Insurance, and Real Estate Services	21,600	3.9	25,000	3.9	31,200	4.2
Fabricated Metals	17,600	3.2	18,400	2.8	24,600	3.3
Primary Metals	16,300	2.9	20,200	3.1	22,500	3.0
Transportation Equipment	24,800	4.5	35,300	5.4	22,000	3.0
Food and Beverage	21,900	4.0	23,700	3.7	18,900	2.5
Printing and Publishing	9,900	1.8	14,300	2.2	14,900	2.0
Government Services	18,000	3.2	22,700	3.5	27,000	3.6
Construction	20,600	3.7	26,000	4.0	24,000	3.2
Subtotal	370,900	67.1	460,600	71.1	555,100	74.8
Other Employment	181,800	32.9	187,300	28.9	186,500	25.2
Total	552,700	100.0	647,900	100.0	741,600	100.0

Industry Group	Employment Level					
	Forecast				Change 1970-1990	
	1980		1990			
	Employment	Percent of Total Regional Employment	Employment	Percent of Total Regional Employment	Number	Percent
Nonelectrical Machinery	76,000	9.0	83,900	8.9	15,800	23.2
Electrical Machinery and Equipment	38,500	4.6	40,500	4.3	4,000	11.0
Retail Trade	126,900	15.1	142,600	15.1	31,400	28.2
Medical and Other Professional Services	92,900	11.1	115,300	12.1	44,800	86.6
Educational Services	73,700	8.7	95,700	10.1	44,000	85.1
Wholesale Trade	37,400	4.4	42,800	4.5	10,800	33.8
Finance, Insurance, and Real Estate Services	36,500	4.3	41,800	4.4	10,600	34.0
Fabricated Metals	30,200	3.6	35,800	3.8	11,200	45.5
Primary Metals	25,800	3.0	29,100	3.1	6,600	29.3
Transportation Equipment	23,900	2.8	25,800	2.7	3,800	17.3
Food and Beverage	18,500	2.2	18,100	1.9	- 800	- 4.2
Printing and Publishing	17,700	2.1	20,500	2.2	5,600	37.6
Government Services	33,200	3.9	39,400	4.2	12,400	45.9
Construction	26,000	3.1	28,000	3.0	4,000	16.7
Subtotal	657,200	77.9	759,300	80.3	204,200	36.8
Other Employment	186,500	22.1	186,500	19.7	0	0.0
Total	843,700	100.0	945,800	100.0	204,200	27.5

Source: Wisconsin Department of Industry, Labor, and Human Relations and SEWRPC.

Figure 9
EMPLOYMENT FORECAST FOR THE REGION BY MAJOR INDUSTRY GROUP: 1970-1990



Source: Wisconsin Department of Industry, Labor, and Human Relations and SEWRPC.

In terms of real dollars, per capita income increased from $1,853 in 1950 to an estimated $2,954 in 1970. The total amount of income available to residents of the Region increased from $2.3 billion in 1950 to about $5.2 billion in 1970. Since 1950, total real personal income has increased 126 percent, while the regional population increase during this same period was only 42 percent.

Income Forecasts

Incomes of residents in the Region are forecast to continue to increase rapidly. As shown in Table 33, the aggregate personal income available in the Region is expected to reach about $8.1 billion in real dollars by 1990. This expected increase is based on the assumption that income levels in the Region have been and will continue to be a function of increases in regional population and employment levels. The per capita income level in the Region is expected to remain significantly higher than the national level, and by 1990 is forecast to be $3,576 in real dollars. The national per capita income in 1990 is forecast to be $3,325 in real dollars.

These income forecasts have important implications for library planning. First, they indicate that there will be a strong market in the Region for all types of goods and services. This is consistent with the employment projections for the Region presented earlier, which indicate that there will be a fairly rapid increase in trade and service industry employment to meet this growing local demand. Second, the forecasts indicate that there will probably be more two-car families in the Region, which will generate an increased demand for automobile-oriented facilities. Third, these forecasts indicate that there may be a future demand for larger and more elaborate homes and a concomitant demand for increasing amounts of residential land. Finally, increased incomes, as well as increased leisure time, will probably result in an increased demand for recreational facilities of all types. All of these probabilities must be considered in the preparation of long-range library plans for the Region.

LAND USE DEMAND

Historical Background

The population, employment, and income growth experienced in the Region in recent years has been accompanied by the demand to convert large areas of land from rural to urban use. Between 1963 and 1970, nearly 51,285 acres of land were converted to urban use. It is estimated that 52 percent of these 51,285 acres were used for residential purposes, with the balance converted to other urban uses, primarily for streets and highways.

The fact that such a large amount of land was converted to urban use in the last seven years can be attributed largely to changing residential density patterns. Since 1963, much of the residential development in the Region has occurred at a much lower density than it had prior to

Table 33

ACTUAL AND FORECAST TOTAL, PER CAPITA, AND PER HOUSEHOLD INCOME IN THE REGION SELECTED YEARS 1950-1990

Year[a]	Aggregate Personal Income	Per Capita Income	Per Household Income
1950	$2,299,000,000	$1,853	$ 6,487
1960	3,941,000,000	2,505	8,460
1970	5,189,000,000	2,954	9,671
1980	6,344,000,000	3,206	10,257
1990	8,086,000,000	3,576	11,083

[a] *The years 1980 and 1990 are forecast years.*

Source: U. S. Bureau of the Census and SEWRPC.

1963. Commercial and industrial uses have also been absorbing larger amounts of land since 1963. New shopping centers have been providing more onsite parking than the former strip-type commercial development, and new industrial plants have generally been constructed as single-story buildings, in contrast to the older multistory buildings, and have provided large areas for onsite parking.

Land Use Forecasts

Using 1970 as the base year and the 1963 to 1970 period as a guide, it is estimated that 129,396 additional acres of land will be required for new urban development by 1990. Approximately 59 percent, or 76,921 acres, will be devoted to residential use, and of this, it is estimated that 32,451 acres will be required for low-density development, 33,240 acres for medium-density development and 11,229 for high-density development.

As shown in Table 34, it is estimated that commercial development will require approximately 6,515 acres of land from 1970 to 1990, much of which will be devoted to retail trade uses such as large regional shopping centers, smaller community shopping centers, neighborhood shopping facilities, and highway-oriented trade establishments. It is estimated that at least nine new regional shopping centers comparable to the Mayfair or Capitol Court Centers will be needed to serve the 1990 population. About 5,985 acres of land will be needed for anticipated industrial development in the Region such as manufacturing and wholesale operations. It is estimated that about 50 percent of these new developments will occur on land that is in or adjacent to presently established industrial districts. The remaining 50 percent will occur in new planned districts. Governmental and institutional uses, which include libraries, will require about 4,545 acres of additional land by 1990. This is in response to the need for libraries and educational facilities of all types, and for government and institutional uses including hospitals, government office buildings, and a variety of other public and private nonprofit enterprises.

Transportation, communication, and utility facilities will require an estimated 28,361 acres by 1990. Nearly all of this land will be used for local streets, arterial streets and highways, and freeways. Only a small percentage will be required to satisfy needs for rail, bus, and ship terminals; railroad rights-of-way and yards; airports; truck terminals; and communication and utility facilities. As indicated in

Table 34

EXISTING AND FORECAST LAND USE FOR THE REGION: 1970-1990

Land Use Category	Existing Land Use 1970			Incremental Demand 1970-1990		Total Land Use 1990		
	Acres	Square Miles	Percent of Region	Acres	Square Miles	Acres	Square Miles	Percent of Region
Residential	156,280	244.2	9.1	76,920	120.2	233,200	364.4	13.6
High Density	25,401	39.7	1.5	11,229	17.6	36,630	57.2	2.1
Medium Density	43,230	67.5	2.5	33,240	51.9	76,470	119.5	4.5
Low Density	87,649	137.0	5.1	32,451	50.7	120,100	187.7	7.0
Commercial[a]	9,464	14.8	0.5	6,515	10.2	15,979	25.0	0.9
Industrial[a]	11,373	17.8	0.7	5,985	9.4	17,358	27.1	1.0
Governmental[b]	18,033	28.2	1.0	4,545	7.1	22,578	35.3	1.3
Transportation[c]	103,405	161.5	6.0	28,361	44.3	131,766	205.9	7.7
Recreation	61,754[d]	96.5	3.6	7,070[e]	11.0	68,824	107.5	4.0
Agriculture and Open Space[f]	1,360,791	2,126.2	79.1	-129,396	-202.2	1,231,395	1,924.0	71.5
Total	1,721,100	2,689.2	100.0	--	--	1,721,100	2,689.2	100.0

[a] *Includes onsite parking.*

[b] *Includes institutional uses and onsite parking.*

[c] *Includes communications and utilities uses.*

[d] *This figure differs from the land use inventory because it includes the entire site areas of existing public and nonpublic park and outdoor recreation lands. The land use inventory measured only the area utilized for active recreation.*

[e] *Includes only that increment recommended for public recreation uses.*

[f] *Includes woodlands, water, wetlands, and quarries.*

Source: SEWRPC.

Table 34, active recreational activities will require nearly 7,070 additional acres of land by 1990. It is anticipated that at least 10 new regional parks, requiring about 4,000 acres of land, will be needed by 1990, with the balance of 3,070 acres needed for community and neighborhood recreation use.

With the exception of the relatively small amount of land provided through urban renewal, all of the forecast demands for land must be met by the conversion of the existing stock of agricultural, open space, and vacant land in the Region. A primary objective of the regional land use plan is that this demand be met without conversion of prime agricultural land remaining in the Region or the further deterioration or destruction of the underlying natural resource base, even though this may necessitate using less acreage to satisfy the demand.

FACTORS AFFECTING INCREASED LIBRARY DEMAND

The population increase that is forecast for southeastern Wisconsin is a primary factor in determining the provision of public libraries for the next 20 years. By 1990 the population of the Region will have increased about 29 percent over the 1970 level to approximately 2,261,100 persons. Several other factors in addition to the population increase must be considered, however, in forecasting future library demand. Four such factors have been identified as the most important in forecasting library demand: 1) changes in the numbers of persons in the Region having the characteristics ascertained to be those of library users, 2) the increase in educational attainment levels and the corresponding increase in the demands educational institutions are putting upon public libraries, 3) the technology and information expansion, and 4) revenue potentials.

Number of Library Users

The library user survey conducted in southeastern Wisconsin in April 1969 indicated that the 113,414 persons, or 6 percent of the Region's population, who used a public library during the survey week had similar characteristics. Eight variables were used as indicators of these characteristics for forecasting library demands for the next 20 years in the Region. Four of these indicators—age, occupation, educational level completed, and family income—pertain to demographic characteristics of the users. Four additional variables were used as indicators of future demand for public libraries, including mode of transportation to the library, origin-destination of trips resulting in library use, degree of urbanization of areas in which library users live, and the increased potential for greater amounts of leisure time. The increase in population over the next 20 years having characteristics indicated by these variables will most likely exert the most direct future demand for library services in the Region.

Age of Library Users

The results of the library user survey indicated that 63 percent of the library users were under 25 years of age. This age group generated nearly 70 percent of the trips made to the public libraries, indicating that only 4 percent of the Region's total population was responsible for the greatest amount of public library use. Within this age group, 29 percent of total public library use was generated by persons under 13 years of age, 41 percent by persons 13 through 24 years of age, and 30 percent by persons 25 years of age and older.

The greatest public library use, therefore, comes from the younger age groups, which are forecast to experience absolute and percentage decreases by 1990. As indicated in Table 31, the 5 to 14 year age group is forecast to decrease by nearly 22,300 persons, or about 6 percent, by 1990, the 15 to 19 year age group is forecast to decrease by over 12,600 persons, or 8 percent, while the 20-24 year age group is forecast to increase by over 25,400 persons, or 19 percent. The 5 to 24 year age group, therefore, will have an overall decline of about 10,000 persons from 1970 to 1990, decreasing the number of potential library users under 25 years of age from approximately 38 percent of the regional population in 1970 to 29 percent of the regional population in 1990.

The least public library use, according to the 1969 survey, occurred in three age groupings which are forecast to have a large absolute and percentage increase by 1990. As indicated in Table 31, the under five age group is forecast to increase by more than 37,000 persons, or 24 percent, by 1990; the 25 to 64 year age group is forecast to increase by approximately 397,000 persons, or 52 percent, by 1990; and the age group 65 and older is expected to increase by 80,000 persons, or 47 percent, by 1990. The total percentage change of the Region population in the under five and 25 and older age groups is 47 percent, while the number of persons within these age groups will increase from 62 percent of the total regional population in 1970 to 71 percent in 1990.

It is expected that the number of young persons in the Region will increase future demands at all libraries in the Region. As also noted, the increase in the number of persons of retirement age by 1990 could result in a large number of daily library users if daytime library programs to serve this group are established, and if facilities providing easy access to the library services are made available.

Occupation of Library Users

The two occupational categories most frequently cited by library users during the survey were student (54 percent) and housewife (18 percent). Students represented 91 percent of the users under 25 years of age, while the primary occupations of users 25 years of age and older were professional and technical occupations. As indicated earlier, these two occupational groups are forecast to have increased employment by 1990. Given this increase in the number of persons with these occupations, there should be a further increase in library use from the expected increase in employment in the government services and education field.

Educational Level Completed by Library Users

The response to the survey question regarding level of completed education for all library users 25 years of age and older during the library user survey period indicated that 36 percent of the public library users in the Region had completed high school and had some college training.

The trend since 1950 in the level of education completed by persons 25 and older indicates that this level is continually increasing for southeastern Wisconsin. The median level of completed education increased from 9.5 years in 1950 to 12.2 years in 1970. If this current trend continues, the median level of completed education for the Region is forecast to reach 12.8 years by 1980 and 13.1 years by 1990.

This continued increase in educational attainment can potentially affect public library use, since there is a strong correlation between the amount of library use and the student status of the largest number of public library users. As noted earlier, nearly 70 percent of all public library use was generated by persons under 25 years of age, 91 percent of whom were students. The continued increase in the level of education is expected to result in a continual increase in library use by persons under 25 years of age. The increase in educational attainment will also affect public library use in another way, since a strong correlation between the level of completed education of nonstudent adults and use of the library has also been noted.[3]

Family Income of Library Users

The family income of library users tends to be higher than family income of nonusers for any given area. In the Southeastern Wisconsin Region the library user survey indicated that 61 percent of the family incomes of users were in the $7,000 to $14,999 income range, with 27 percent of the total users in the $7,000 to $9,999 range and 34 percent in the $10,000 to $14,999 range. By 1990, median incomes are forecast to increase $14,000. Such increases suggest that there may be increased leisure time and high educational attainment.

Mode of Transportation of Library Users

The results of the library user survey indicated that 60 percent of the library users in southeastern Wisconsin used automobiles for their trips to the public libraries, and 32 percent of the users walked. The remaining 8 percent used public transit or some other means of transportation. In 1963, the rate of automobile ownership within the Region was 1.08 autos per household. By 1990, this rate is forecast to increase to 1.27 autos per household. Given the actual population increase for the Region from 1963 to 1970 and the expected increase from 1970 to 1990, this increase in autos per household represents 405,600 more autos in the Region in 1990 than in 1963. This increase is based on a forecast of 247,200 new households being added in the Region from 1963 to 1990.

This indication of the strong automobile orientation of the population of southeastern Wisconsin initially means providing adequate parking spaces at public libraries, and locating libraries adjacent to major arterial streets so as to provide easy access by automobile as well as mass transit. In particular, new libraries located in the Region should provide adequate off-street parking, be accessible by mass transit, and be located for easy pedestrian access.

Origin-Destination of Library User Trips

The major trip orientation of public library users during the survey was home to library to home for 38 percent of the adults and 59 percent of the juveniles. The next origin-destination combinations most frequently cited by adult library users were home to library to shopping or shopping to library to home (17 percent) and school to library to home (10 percent). The second and third most frequently cited juvenile trip orientations were school to library to home (14 percent) and home to library to someplace other than school or home (13 percent). These trip patterns are consistent with the present residential patterns and automobile orientation of the population in southeastern Wisconsin. With the continued increase in the number of families owning more than one auto and the continued dispersal of suburban development, the trip orientations of future library users will, in all probability, follow the same origin-destination patterns. Therefore, the public libraries located on or near frequently traveled thoroughfares and at or near retail shopping areas will fit into the library trip use patterns exhibited by the majority of the library users in the Region.

Degree of Urbanization

Residential density in southeastern Wisconsin has continued to decrease since about 1930. This decline has accelerated during the last two decades and has resulted in what has been commonly termed urban sprawl. The adopted regional land use plan proposes to reverse this decline in order to effect a number of economies in land development and local administrative operation. In addition to preservation of land and water resource areas, these economies include a reduction in the amount of public and private facilities which would be required if low-density urban sprawl were allowed to continue. The cost of providing adequate facilities and services, such as library services, to a scattered population is less economical than providing such services to a more concentrated population. Therefore, the pattern or trend of future urban densities will have a direct impact on the provision of such facilities and services.

Potential for Increased Leisure Time

The potential for increased leisure time is indicated by the recent trends toward four-day work weeks, the initiation of three- and four-day holiday weekends, and increased vacation time being given by employers. This increased leisure time creates the opportunity for use of the public libraries in the Region for informational and recreational purposes. Since the major use of the libraries by persons under age 25 is for school purposes, and the major use by persons over age 25 is for furthering personal knowledge and for pleasure reading and listening

[3] *A number of studies have also found strong correlations between amount of education and library use. The most recent is one by Harold G. Johnston, Detroit Metropolitan Library Research and Demonstration Project, Wayne State University Libraries, Detroit, 1969.*

enjoyment, the libraries will be used more frequently for leisure time activities such as pleasure reading or listening enjoyment and informational reading or hobbies.

Educational Attainment Levels and Demands of Library Users

As mentioned previously, the level of completed education is forecast to increase to 13.1 years by 1990. The added years of schooling together with the forecast 1990 school age population will obviously place greater demands on the public libraries in the Region. In 1969, students using the public libraries were responsible for 63 percent of the library use. By 1990, about 29 percent of the regional population will be of student age and will continue to be responsible for the majority of library use.

In addition to the increase in the educational attainment level, the use of public libraries will also be affected by the increase in the type of school assignments which require library use. Based on the 1969 survey, if the proportion of students under age 13 who could not get the necessary information from their school libraries remains the same in 1990, then 50 percent of the children under age 13 using public libraries will not be able to find the material needed in their school libraries and will have to search the public libraries. Obviously, an increase in the quality and quantity of material in school libraries and greater accessibility to the materials through more flexible library hours could reduce the proportion of student public library use.

Technology and Information Expansion

A tremendous growth in knowledge has occurred within the last century. Since 1900, more scientific information has been printed than had been recorded in all the centuries preceding 1900.[4] Not only does this mean there is more recorded information for a library to acquire, but there are also more demands being put upon the libraries for materials by persons engaged in numerous fields of research. Current trends of a 104 percent increase in the volume of publication between 1964 and 1966 indicate that the publication of material and the demand for in-depth material will increase rather than decrease.

Economic trends indicate that the cost of published materials will continue to increase over the next 20 years. From 1957 to 1969, for example, the average price of hardcover trade-technical books increased 51 percent. This increase, coupled with the increased volume of publication, indicates that public libraries will require increased revenue just to maintain the current level of library services.

The traditional source of funds for libraries in southeastern Wisconsin has been the local property tax. Some federal funds have also been available from the Library Services and Construction Act. A third source of funds is now available in the form of state aid for public library systems. The state public library legislation makes provision for state aids in funding certified library systems according to the following monetary guidelines: 50 cents per person residing in the territory of the system, plus $6 per square mile of territory in a single-county system or $9 in a two-county system, $12 in a three-county system, $15 in a four-county system, or $18 in a five-or-more-county system; plus an amount equivalent to 7 percent of the system's total operating expenditures in the preceding year.

SUMMARY

One of the important steps necessary in the formulation of regional development plans is the preparation of forecasts. Forecasts are necessary because many facets of regional change cannot, within the structure of a free society, be planned, but rather must be accommodated. These include growth and change in the population, in the economy, and in the demand for land to accommodate social, economic, and political activities.

Based upon the assumption that there will be no major wars; epidemics; social, political, or economic upheavals; or radical institutional changes, and upon the assumption that recent historical trends in land use development within the Region will continue, the following changes are likely to take place in the Region by 1990:

- The population of the Region will increase by over 505,000 persons from the 1970 population of 1,756,086 persons. Of the 1990 population, about 11 percent will be 65 years of age or older, and about 30 percent will be under 20 years of age.

- Employment in the Region will reach about 946,000 jobs by 1990, an increase of 204,000 jobs over the 1970 level. Many of these jobs will be in manufacturing activities, but a growing number will be in trade and service activities, both private and public.

- Personal income is expected to increase so that by 1990 the average household will earn about $11,100 in real dollars, an increase of $1,400 above the 1970 level. Total real personal income generated in the Region is expected to approximate $8.1 billion in 1990.

- If recent development trends continue, approximately 129,396 acres, or over 202 square miles of land, will be required by 1990 to meet the land use demand for new urban activities generated by growth in population and economic activity levels within the Region. Over 59 percent of this land will be required for new homes, apartments, and other living quarters, and an additional 21 percent will be required for streets and highways. Smaller proportions of land will be needed for commercial, industrial, governmental, institutional, and recreational activities.

[4] *Dr. Martha Boaz, Strength Through Cooperation in Southern California Libraries, Los Angeles, 1965, page 13.*

- The expected increase in the number of persons having occupation characteristics of library users, the expected increase in the number of persons completing higher levels of education, the expected increase in family income, and the expected number of persons under years of age will increase potential library use by 1990.

- The automobile orientation of library users is expected to continue with an increase in the number of families having more than one car. Nearly 60 percent of the library users in 1969 traveled to the library by car.

- The home to library to home and the shopping to library to home or home to library to shopping orientation of the library trips is forecast to continue. Such trip orientations affect the location of libraries in that an increase in use might occur from locating libraries where they are easily accessible by automobile and at or near retail centers.

- If the adopted regional land use plan is implemented, an increase in the suburban medium-density residential dwelling pattern is expected by 1990, thereby reversing the trend to low-density residential development which is costly to serve with public facilities and services, including libraries.

- The potential for increased amounts of leisure time could significantly add to the amount of public library use.

- The level of completed education and library oriented research is expected to continue to increase, thereby increasing the number of potential library users in the Region by 1990.

- The technology and information expansion which is expected to continue places more demands by the public upon all library services and upon the library to keep up with the acquisition of resources

- In addition to the property tax, which is the traditional source of revenue for library services in the Region, and from federal funds from the Library Services and Construction Act, a third source of funds is available under state legislation, which enables provision of state aids for public library systems. These resources will have to meet the increased demand for library facilities and services and the increased costs of published material.

Chapter VIII

ALTERNATIVE REGIONAL PUBLIC LIBRARY PLANS

INTRODUCTION

The growth and change which are expected to occur in southeastern Wisconsin between 1970 and 1990 present a major challenge to the Region. To accommodate an expected 29 percent increase in population by 1990, for example, an urban complex must be constructed which is nearly one-third the size and extent of the entire urban complex constructed in the Region during the previous 125 years. Such an urban complex must consist of residential, commercial, industrial, and institutional buildings; bridges, streets, and highways; sewer, water, gas, power, and communication lines; and public facilities such as schools, parks, libraries, fire and police stations, and hospitals which together comprise the physical urban community.

Public officials in the Region must decide what form this new urban development should take, and how it might best be served by necessary transportation, utility, and public facility services. Failure to properly resolve these questions may result in irreparable damage to the land and water resources of the Region, and in increasing problems of traffic congestion; air and water pollution; inadequate drainage; widespread and costly flooding; and inadequate sewerage and water supply systems, schools, parks, libraries, and other public utilities and facilities.

The adopted regional land use plan proposes to accommodate forecast growth through the conversion of about 200 square miles of land from rural to urban use by 1990. The plan, as shown on Map 6, is a conscious continuation of historical development trends in the Region, with urban development proposed to continue to occur in concentric rings along the full periphery of, and outward from, existing urban centers in areas served with public sanitary sewerage systems and public water supply systems. The plan places heavy emphasis on the continued effect of the urban land market in determining the location, intensity, and character of future development, and proposes to regulate the effect of this market in order to provide for more orderly development and to avoid intensification of areawide developmental and environmental problems. The alternative library services plans which were prepared were structured on the framework of the 1990 population and employment forecasts and on the adopted 1990 regional land use plan, and were adjusted to reflect the 1990 stage of the updated forecasts prepared subsequent to the 1970 census.

Continued locally limited controlled development, or unplanned development, for the Region as shown on Map 7 is an alternative to the adopted regional land use plan. Such unplanned development would result in a much different regional land use pattern than that depicted on the adopted plan. This alternative places limited dependence on historical development trends and on community plans, land use development policies and controls, and the availability of areawide planning and engineering data, such as detailed operational soil surveys, which influence the operation of the urban land market.

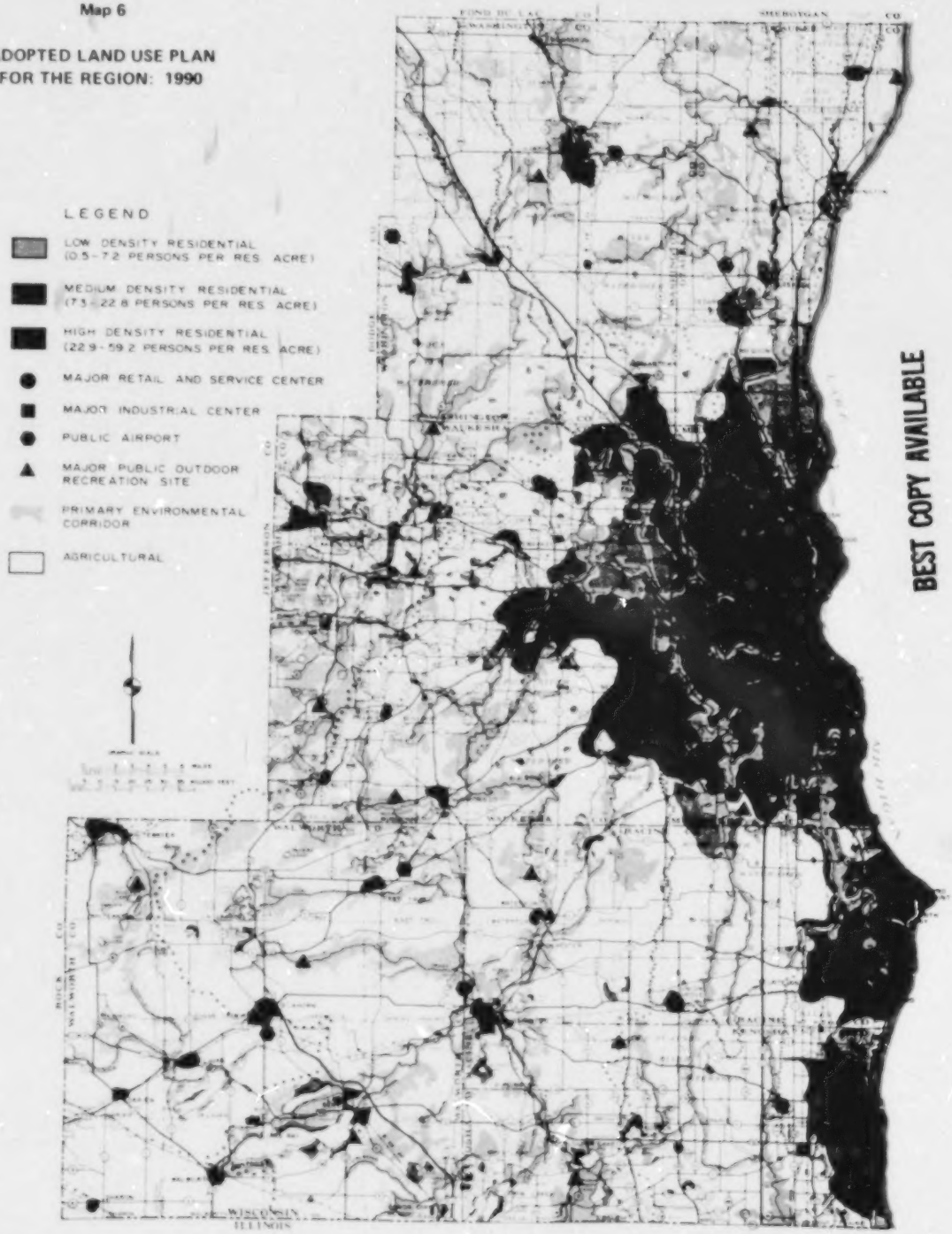
The unplanned alternative would require the least amount of effort toward regulation of development in the public interest, and would require few restraints on the operation of the urban land market in determining the future character, intensity, and spatial distribution of land use development within the Region. But unlike the recommended land use plan, the unplanned alternative would not assure that future development would meet regional development objectives and provide a more orderly, efficient, safe, healthful, and attractive environment.

The provision of adequate library facilities and services is based primarily on whether service area and book stock standards have been met, and on whether standards relating to the number of librarians and other library staff have been met. All of these standards can be related specifically to the population served by the library. For more than a century, library facilities and services standards have been promulgated by librarians and librarian organizations throughout the United States and the rest of North America. The standards set forth in Chapter VI of this report reflect those efforts updated to meet today's needs, demands, and technology. The preparation of alternative plans for library facilities and the services offered at such facilities, therefore, should be based on alternative spatial distributions of population. As already noted, the adopted regional land use plan and the forecast population which is an integral part of that plan encompass the planned spatial distribution of future population. The application of library standards in terms of the provision of library facilities and services as related to the population distribution in the adopted land use plan results in one spatial distribution of libraries, while the application of library standards in terms of the provision of library facilities and services as related to the population distribution in the unplanned alternative results in a second distribution.

Once the physical distribution of the planned facilities is made, the operation and maintenance, provision of adequate book and other material stock, and provision of special services become an administrative problem. How best to provide adequate library facilities and services within an urbanizing region, therefore, becomes the problem to which alternative library facilities and services plans are addressed, and such plans become alternative administrative plans rather than physical facility plans.

Map 6

ADOPTED LAND USE PLAN FOR THE REGION: 1990



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The adopted regional land use plan places heavy emphasis on the continued effect of the urban land market in determining the location, intensity, and character of future development. In so doing, however, it seeks to modify the effect of this market on regional development by attempting to guide new urban development into those areas of the Region most suitable for such development. Most importantly, the plan seeks to prevent urban development from intruding on the primary environmental corridors and prime agricultural lands within southeastern Wisconsin. At the time the regional land use plan was prepared, the 1990 population was forecast to be 2,678,000. Since the adoption of the regional plan in 1966 and subsequent to the 1970 U. S. Census of Population and Housing, the regional population forecasts have been updated. The new population forecast for 1990 is 2,261,100 or 416,900 less than the initial forecast. This decrease in forecast population for 1990 has little effect on the spatial distribution of proposed library facilities in the Region, but does substantially affect the number of such facilities that would be placed in Milwaukee County, where most of the forecast decrease in population occurs.

Source: SEWRPC.

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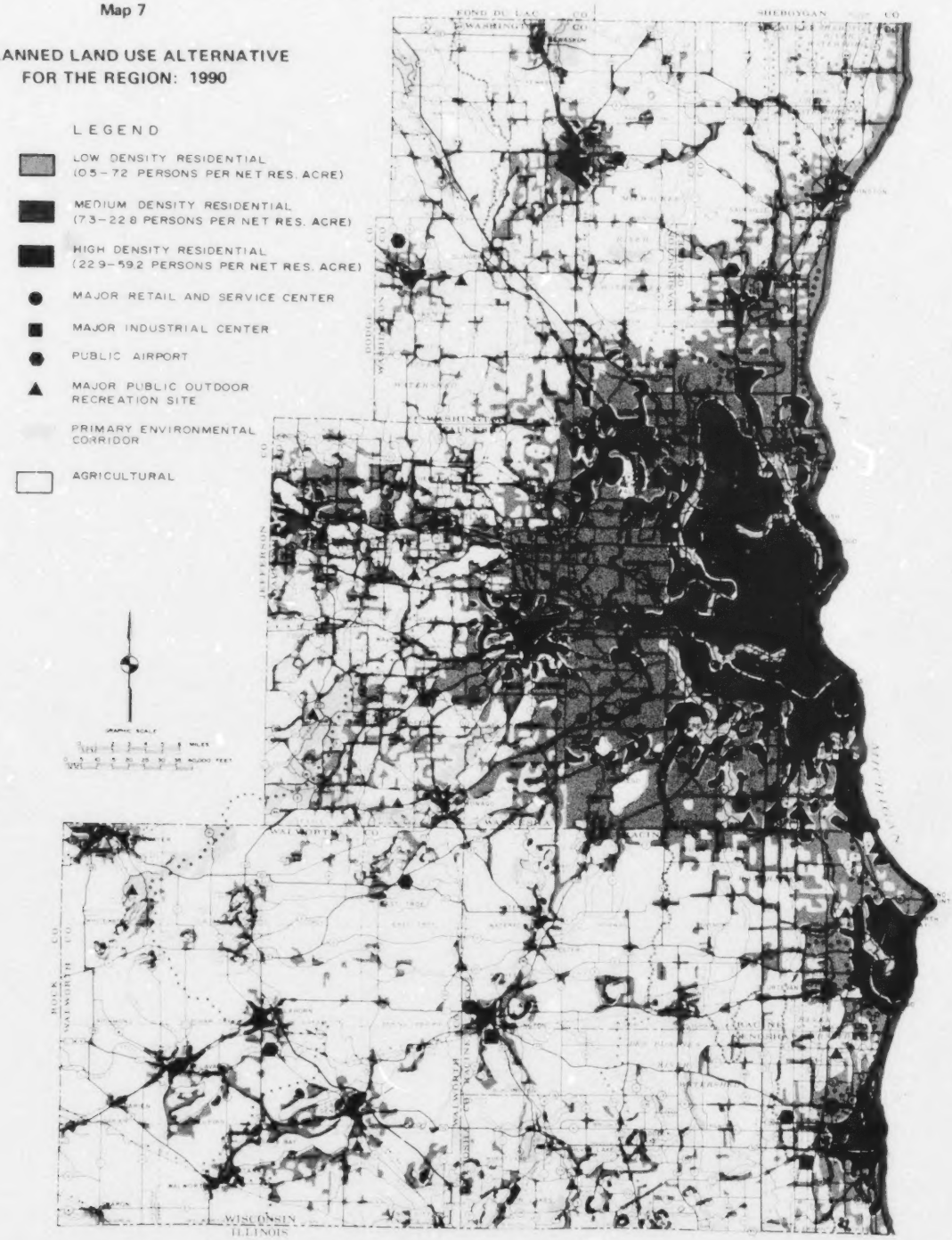
Map 7

UNPLANNED LAND USE ALTERNATIVE FOR THE REGION: 1990



One possible end result of continued existing trend land use development within the Region is shown on the above map. Under a continuation of existing trends, future residential development within the Region could be expected to occur in a highly diffused pattern, primarily at low densities. This unplanned land use pattern is in sharp contrast to the adopted regional land use plan. While the number of library facilities required to meet the needs of the new forecast 1990 population would remain the same under a continuation of existing trends, the spatial distribution of those facilities would be slightly different in each of the counties in order to better serve the more dispersed low-density population. This diffused land use pattern would have the effect, however, of enlarging the service areas for many of the proposed as well as existing library facilities, thereby increasing individual cost to the users of the facilities.

Source: SEWRPC.

The library facilities and services plan for the Region includes a single physical facilities plan, and four alternative administrative system plans. Each of the four administrative plans is based upon the single spatial distribution of land use and population set forth in the 1990 land use plan, and each would, therefore, meet the physical facility and spatial distribution standards set forth in this report. Even if the unplanned development alternative becomes the focus for long-range development in the Region, the alternative plans would remain viable. Each of the alternatives seeks to extend the strength of the individual library collections and services throughout the Region by means of cooperation and sharing of services within an administrative format.

PROPOSED PUBLIC LIBRARY FACILITIES PLAN

The application of library service standards based on the existing 1969 population and the updated 1990 forecast population indicated the need for a maximum of 33 additional libraries to serve approximately 25,000 persons per library by 1990, in addition to the 65 existing public main and branch libraries in the Region in April 1969 (see Table 35). Only four counties—Kenosha, Milwaukee, Racine, and Waukesha—would require additional library facilities by 1990 to meet the maximum service standards. The spatial distribution of the recommended public library facilities in the Region as related to the adopted 1990 land use plan is shown on Map 8.

A net total of three libraries were opened between April 1969 and January 1974 in Milwaukee and Waukesha Counties, thereby reducing the number of additional libraries needed by 1990 to 30. The same number of new community and branch library facilities would be needed if the unplanned development alternative were used as a basis for applying library standards, but their spatial arrangement would be slightly different than that shown on Map 8. It should be noted that seven new community and branch libraries were opened and two were closed in the Region between April 1969 and January 1974.

ALTERNATIVE PUBLIC LIBRARY ADMINISTRATIVE SYSTEM PLANS

At the present time, a combination of legal contracts and agreements is used in public library administration as the basis for access between and among various libraries in the Region. As each community library acquires materials in special fields of interest, there is increased demand by other libraries for contractual agreements for the exchange of these materials. This increased contractual activity, however, has become a major administrative problem. A review of existing contractual agreements indicates the extent of this demand by small libraries wishing to provide access for their patrons to the special collections and services of the larger libraries.

A review of the existing legal service areas within the Region also indicates that the population in certain areas currently does not have access to any public library services, even though large collections are housed within close proximity to this population. It would appear that the collections available in libraries in the Region should be made more accessible to all residents of the Region, thereby reducing the duplication of specialized materials as well as the attendant costs of providing access to such materials and staff services.

While the multicontract arrangements now being used provide a means of meeting some of today's library demands, this traditional method of extending library service can be improved upon, particularly in terms of accessibility to uniform, high-level library facilities by all persons living in the Region. To this end, the four alternative administrative library system plans were formulated for the long-range provision of public library services in southeastern Wisconsin.

The new Wisconsin law relating to public libraries and aids to public library facilities was a major consideration in the development of the alternative plans. Under the new law, any county wishing to establish a single county library system and be eligible to qualify for state aid for such a system must have a minimum population of 85,000 persons, and have at least one community of 30,000 persons with a public library of strength to develop as the system headquarters library. In southeastern Wisconsin, Kenosha, Milwaukee, Racine, and Waukesha Counties meet the population requirements as stated in the public library system law. Ozaukee, Walworth, and Washington Counties currently do not meet the population requirements nor are they forecast to meet them in the near future. Therefore, only Kenosha, Milwaukee, Racine, and Waukesha Counties, as single county library system operations, would be eligible for state aids and be officially designated and certified as public library systems within the Region.

Single-County Library Organization

The first alternative library plan proposed the development of seven single-county library organizations in order that residents of each county could more fully utilize library materials and services available within their respective county (see Map 9). Each of the seven single-county organizations would designate a central resource library to coordinate and handle library functions such as book purchasing and processing and the storage and distribution of materials that affect the entire county operation. Two counties in the Region have excellent beginnings at providing countywide library services. These are the Milwaukee Public Library, which currently provides countywide services through legal contracts with all the municipalities in Milwaukee County, and Walworth County, which provides countywide library service for all junior and senior high school students whose parents are residents of the county as well as for all adults residing within the county. These two counties would initially need to strengthen the existing programs by providing more uniform service to all persons, providing uniform library hours according to accepted library standards, and providing reciprocal borrowing privileges throughout the county for all residents. The remaining five counties would initiate planning committees to begin assessing the feasibility of establishing countywide library cooperation within their respective counties.

The establishment of the single-county organizations provides a framework for public library cooperation and provision of equal access to countywide service for all persons living within any county in the Region without the need for individual library-to-library or community-to-community contracts. Through the use of a single-county contract arrangement with special libraries, schools, and higher educational institution libraries, and with the other individual county library organizations, the extent of library materials available to the residents of any county in southeastern Wisconsin could be greatly expanded. All persons residing within each county would be assessed and pay tax toward the operation of the single-county library organization. The county organizations would not eliminate the need for local library boards or operating budgets. Instead, the funding of any

Table 35

ACTUAL AND FORECAST LIBRARY FACILITIES IN THE REGION: 1969 and 1990

County	1969			1990 (Forecast)				
	Estimated Population	Public Library Facilities	Number of Persons Served Per Library	Population	Public Library Facilities[a]		Number of Persons Served Per Library[a]	
					Minimum	Maximum	Minimum	Maximum
Kenosha	116,200	4	29,050	152,400	3	6	25,400	50,800
Milwaukee	1,052,400	22	47,836	1,122,200	22	45	24,938	51,009
Ozaukee	52,900	4	13,225	100,400	2	4	25,100	50,200
Racine	167,900	6	27,983	233,100	5	9	25,900	46,620
Walworth	62,300	11	5,664	92,100	2	4	23,025	46,050
Washington	62,100	5	12,420	108,500	2	4	27,125	54,250
Waukesha	224,000	13	17,231	452,400	9	18	25,133	50,267
Region	1,737,800	65	26,735	2,261,100	45	90	25,123	50,246

County	Number of Proposed Additional Public Library Facilities 1969-1990[a]		Net Additional Library Facilities Which Opened From 1969 Through 1973[b]	Maximum Number of Required Additional Public Library Facilities 1990	Recommended Plan-1990	
	Minimum	Maximum			Total Public Library Facilities[g]	Minimum Number of Persons Served Per Library
Kenosha	0	2	0	2	6	25,400
Milwaukee	0	23	2[c]	21	45	24,938
Ozaukee	0	0	1[d]	0	5	20,080
Racine	0	3	0	3	9	25,900
Walworth	0	0	0	0	11	8,373
Washington	0	0	1[e]	0	6	18,083
Waukesha	0	5	1[f]	4	18	25,133
Region	0	33	5	30	100	22,611

[a] *The figures are based on the application of standards of 25,000 to 50,000 persons served per library.*

[b] *This category includes new libraries which were opened between April 1969 and January 1974 but which did not result in the closing of another library which was in operation in April 1969.*

[c] *Includes the opening of one public library each in the City of Oak Creek and the Village of Brown Deer.*

[d] *Includes the opening of a public library in the Village of Saukville.*

[e] *Includes the opening of a public library in the Town of Richfield.*

[f] *Includes the opening of a public library in the City of New Berlin.*

[g] *The total includes the existing (1969) library facilities, the net libraries added during the period 1969 through 1973, and the maximum number of additional libraries required by 1990.*

Source: SEWRPC.

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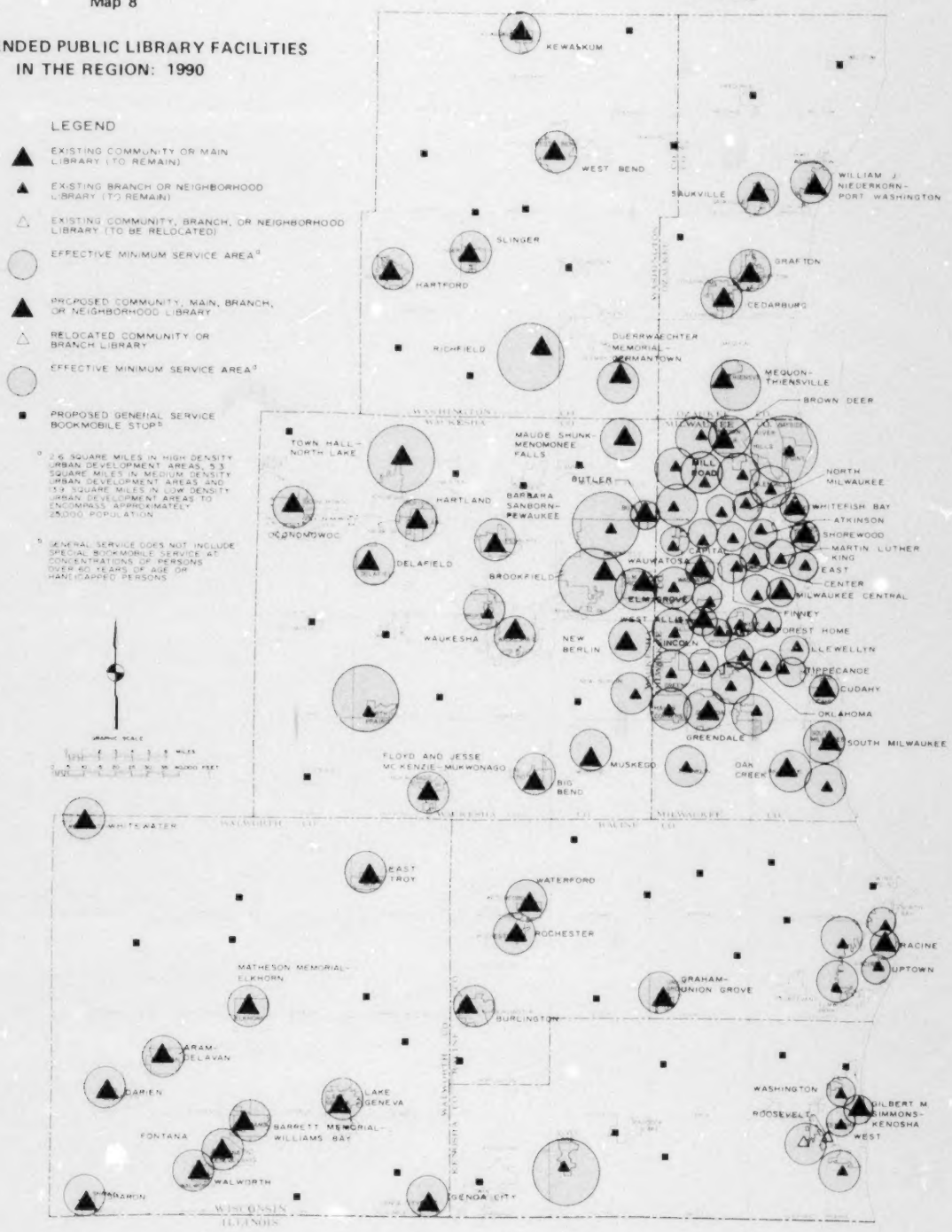
Map 8

RECOMMENDED PUBLIC LIBRARY FACILITIES IN THE REGION: 1990



This map depicts the location of the 70 community and branch library facilities in the Region in December 1973, as well as the location of the 30 additional libraries required to meet the minimum population standards to serve the anticipated 1990 population. The map also shows the location of the proposed general bookmobile stops which supplement the basic library services provided by permanent library facilities. Of the 100 existing and proposed community and branch libraries, Kenosha County would have six libraries, of which two would be proposed new facilities; Milwaukee County would have 45 libraries, of which 21 would be proposed new facilities; Ozaukee County would have five libraries; Racine County would have nine libraries, of which three would be proposed new facilities; Walworth County would have 11 libraries; Washington County would have six libraries; and Waukesha County would have 18 libraries, of which four would be proposed new facilities.

Source: SEWRPC.

organization would be in addition to current local expenditures for library services. Funding of the organization would be in accordance with the costs of the services provided by the county operation and would be applied on the county tax assessment.

The county organization does not eliminate the need for the continued establishment of local, or community, libraries. As shown on Map 8, a total of 30 new library outlets would be needed in the Region, of which two would be needed in Kenosha County, 21 would be needed in Milwaukee County, three would be needed in Racine County, and four would be needed in Waukesha County to meet the forecast 1990 population and forecast population distribution.

This alternative seeks to provide local libraries with a backup collection of materials and services from all member libraries that will reduce duplication of materials at individual facilities. This alternative would allow individual local libraries to concentrate on meeting the specific needs or demands of persons residing in their service areas, while having full access to the wider range of materials and services being supplied through the organization.

County library cooperation, therefore, would provide for more fluidity in the distribution of library materials and services. Everyone residing within a particular county would have the opportunity to use materials and services provided by the county organization as well as the opportunity to utilize items available in all the libraries, either as members of the County organization or through special contracts between the headquarters library and other libraries in the area. The long-range effect is to provide equal access, equal payment, and equal service to all persons within the county, while at the same time permitting development or expansion of individual libraries[1] within the County.

This alternative was reviewed in light of new state legislation regarding public libraries, which deals specifically with the development of public library systems. Kenosha, Milwaukee, Racine, and Waukesha Counties would be eligible for state library aids if organized as individual county library systems. Because the other three counties would not be eligible for state library system funds under this law, additional library system plans were explored which would allow all counties within the Region to become eligible for such funds. The following three alternative plans for multicounty public library systems within the Region were therefore developed.

Multicounty Library Organization

Three System Alternative: The second alternative plan developed for libraries in the Region includes Milwaukee, Waukesha, Washington, and Ozaukee Counties in a four-county library system, Racine and Walworth Counties in a two-county system, and Kenosha County in a one-county system, as shown on Map 10. The four-county system provides Ozaukee and Washington Counties with access to a multicounty system arrangement, allows eligibility for state funding for development of system services within these counties, and provides an opportunity for a greater range in the level of service and amount of materials available to persons residing in these counties. Waukesha County was combined with Milwaukee County as part of this system because of existing legal library contracts and historical ties with many Milwaukee-based urban services. It was also deemed impractical to spend monies to duplicate the Milwaukee Public Library collections in other county systems when efforts could be made, through special system contracts, to provide for greater use of materials now housed within all the libraries in the Region. The Milwaukee Public Library is designated as the headquarters library for this multicounty system. This system would include a total of 74 library facilities by 1990, including 49 existing facilities and 25 new facilities.

In the two-county system, comprised of Racine and Walworth Counties, the Racine Public Library has been designated as the system headquarters library. This system builds on the current ties between the two counties, and provides Walworth County with access to a legal system as well as eligibility for state funding. The system provides for a total of 20 library facilities in 1990 including 17 existing facilities and three new facilities.

A single-county system was proposed for Kenosha County, with the intent of establishing a strong commitment for local library development and cooperation between the Gilbert M. Simmons Library in the City of Kenosha and the communities in the western portion of the county, which are currently without public library service. This system proposes a total of six library facilities by 1990, including four existing facilities and two new library facilities.

This alternative provides access for the residents of all counties in the Region to libraries of strength through the delineation of the three systems. Possible system headquarters libraries have been designated as also shown on Map 10, with access between systems provided by contractual arrangement, thus eliminating a need for duplication of library materials, particularly special-interest materials. The plan recommends the development of three federated systems, with each public library and public library board maintaining its individuality and supporting its own library programs. The plan also recommends the development of additional local library facilities which participate in system services via the individual county and multicounty systems.

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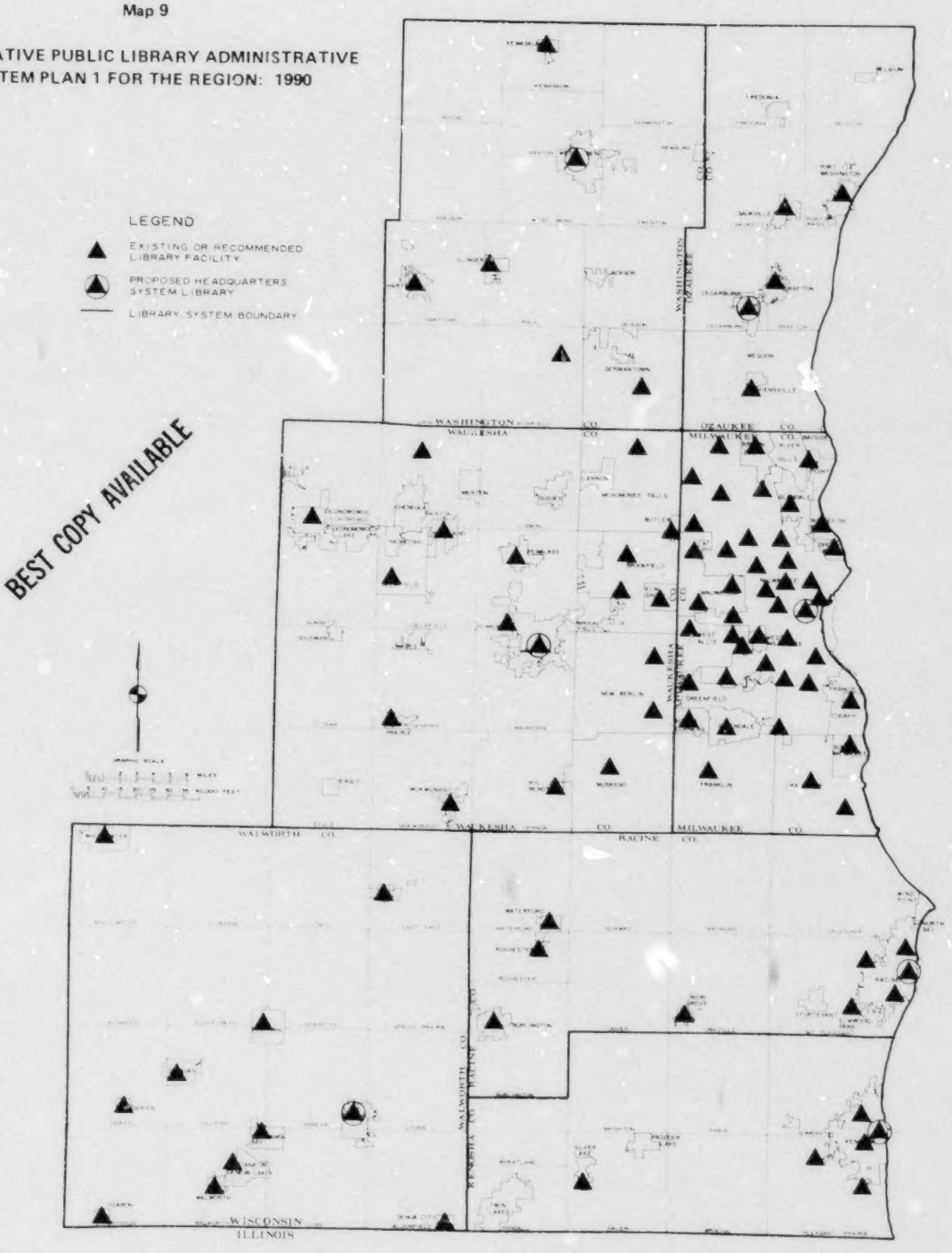
[1] *It should be noted that the number of additional library facilities proposed for Racine County for 1990 has been reduced from five as recommended in the comprehensive plan for the Racine Urban Planning District, to three in this report, due to an adjusted decrease in the forecast population.*

Map 9

ALTERNATIVE PUBLIC LIBRARY ADMINISTRATIVE SYSTEM PLAN 1 FOR THE REGION: 1990



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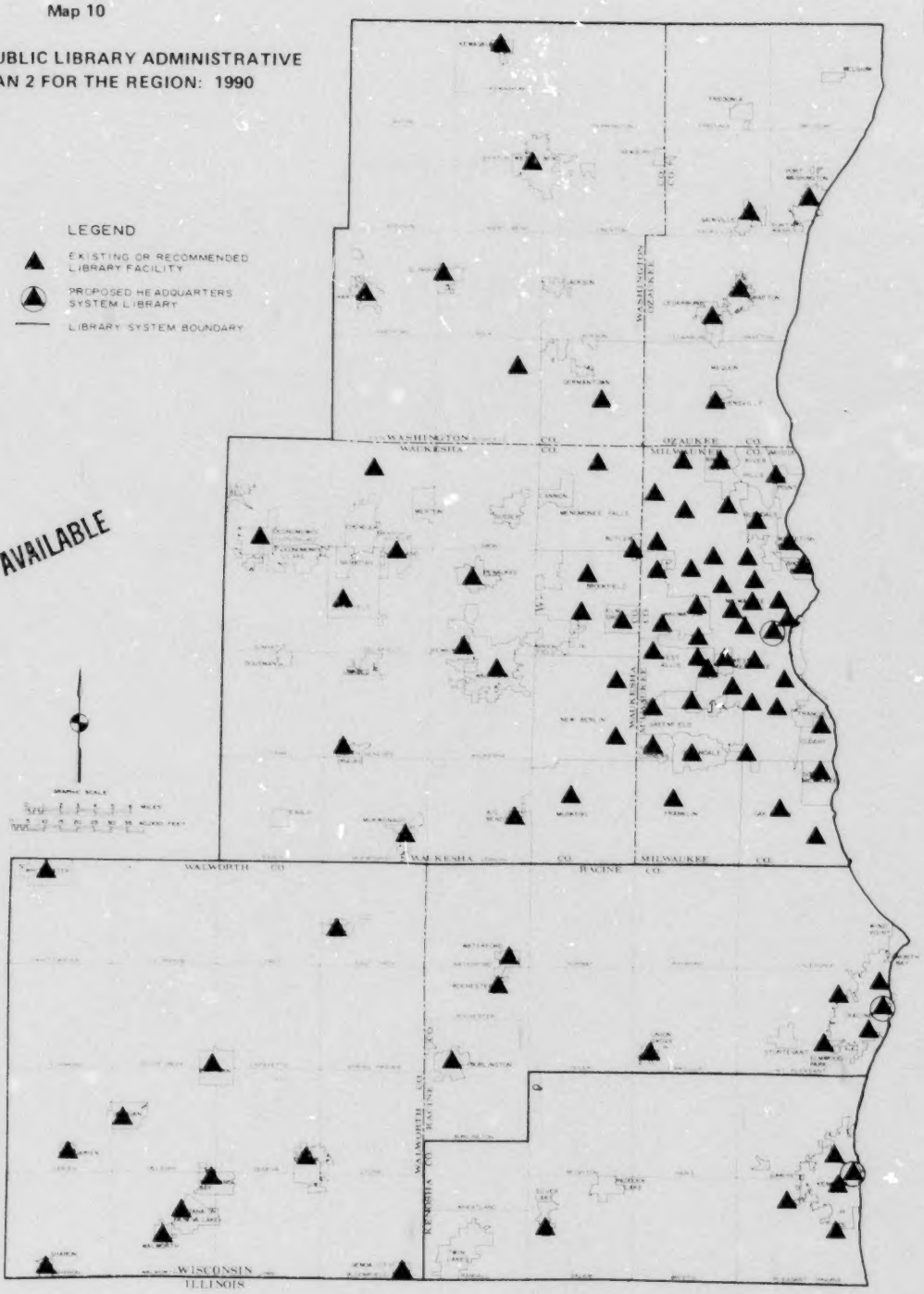
The first alternative regional library administrative system plan proposes the establishment of seven individual county library systems. Each system would designate a central resource library to handle functions such as book purchasing and processing and the storage and distribution of materials that affect the entire county operation. Under this alternative, three counties—Ozaukee, Walworth, and Washington—would not be eligible for state library aids. Contracts among the seven systems would be required to provide access to the large and special collections at various libraries throughout the Region.

Source: SEWRPC.

Map 10

ALTERNATIVE PUBLIC LIBRARY ADMINISTRATIVE SYSTEM PLAN 2 FOR THE REGION: 1990



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This alternative regional library administrative system plan proposes the establishment of two multicounty systems and a single-county system by 1990. Each of the three systems would be federated systems, with designated headquarter libraries located in the Cities of Milwaukee, Racine, and Kenosha. Under this alternative, all seven counties in the Region would be eligible for state library aids.

Source: SEWRPC.

Two System Alternative: The third alternative plan developed for library systems in the Region encompasses two multicounty systems for library development (see Map 11). These include one system for Milwaukee, Ozaukee, Washington, and Waukesha Counties, with the Milwaukee Public Library as the system headquarters library, and a second system comprised of Kenosha, Racine, and Walworth Counties with the Racine Public Library as the system headquarters library. This third alternative provides for access to library materials throughout two subregional systems and allows for a direct two-party contract for sharing of services between the systems.

This plan also recommends that each system be federated. Within each system, the headquarters library could make system contract agreements with the special and higher education libraries within the system area and contract for services with other systems operating within the state.

One System Alternative: The fourth alternative plan proposes a single, seven-county federated system, with the Milwaukee Public Library designated as the headquarters library (see Map 12). Each individual library board would maintain control over individual library budgets and facilities as is presently the case. Having all seven counties within one areawide system, however, would provide member libraries with access to all materials housed within other public libraries in the system, as well as to those specialized collections housed in other libraries in the Region as provided by contractual agreements.

The seven-county system for southeastern Wisconsin would enable all public libraries in the system area to be part of a viable state assisted system, and would provide access to the resources of system member libraries. In addition, any development of a regional library communications network focused on the Milwaukee headquarters library would have immediate advantages for all member libraries. Many of the purchasing, processing, and distribution duties of member libraries could be handled by the headquarters library, allowing local library boards and libraries to concentrate on the individual library user needs of their respective areas. Uniform library hours, uniform lists of materials housed within the libraries, and a communication network for transfer of information and materials throughout the system would have to be established to enable a regional exchange of services.

ADDITIONAL CONSIDERATIONS

In addition to the library facilities and the attendant materials and services offered, each of the alternatives carries with it alternative proposals for a library system board and contractual arrangements, and also includes a cost summary for providing the materials and services as set forth in each alternative. Following is a description of these additional major elements of the alternative plans.

Library System Boards

No matter which alternative plan is recommended for adoption, a library system board should be appointed to supervise the establishment of any public library system and to maintain the functions of the library system over the operating years. Each such board shall include at least seven members in a single county system, and at least 15 but not more than 20 members representing local units of government in a multicounty system. One board member shall always be a representative of the library board of the designated system headquarters library. Additional members of the system board will be appointed by their respective county boards, and should include representatives from areas with and without permanent libraries as well as areas currently not having access to library services. The library system board shall establish system operation priorities, and shall determine the methods by which state aids for system operation and service will be allocated. These designated system operations will be reviewed and approved by each member library in the system.

Contracts With Other Libraries

In addition to materials and services that are available from public libraries in the Region, additional library materials and services are housed in higher educational institution libraries, in special business, government, and industry libraries; and in school libraries within the Region. It is proposed that within a public library system, the headquarters library establish contracts with such additional libraries to provide access to materials as specified by the contracts. This does not prohibit any local public library within a system from contracting with special libraries on an individual basis for those items not supplied or not considered part of the systemwide distribution.

Communication and cooperation should also be established on a local basis between the schools and public libraries in order to coordinate program needs as well as the number of hours all libraries are open, to fulfill particular school assignment needs as well as the general public's needs. In particular, a program to make school age persons aware of information available for use within the respective school libraries, and a combined effort on the part of both school and public libraries to assure the availability of needed reference materials to any student within a given school district, should be undertaken by each local unit of government.

Financial Considerations

As indicated earlier, the physical library facility plan for the Region is common to all of the alternative regional library administrative system plans. The costs associated with the physical plan include three major areas—library facilities, book stock and other materials housed in the facilities, and personnel required to provide library services. Because the physical facility plan is the same for each administrative plan, the costs of constructing and maintaining library facilities, providing book stock and other materials, and employing professional and other personnel remain the same under each of the alternative administrative system plans.

Facilities Costs: As shown in Table 36, there are three basic costs attendant to the provision of additional or new facilities. These include the cost of additional facilities to meet the standards set forth in Chapter VI of this report, the cost of replacing existing facilities which

either do not meet the standards or are of such an age or in such a location as to be inadequate or inconvenient for the provision of library services, and the provision of mobile service to supplement the permanent facilities. As further indicated in Table 36, the estimated cost of constructing the 30 additional community and branch library facilities to meet forecast 1990 population requirements is $16.5 million. The major portion of this cost will be borne in Milwaukee County, where 21 additional facilities are required to meet the maximum service standards. A total of more than $8.9 million will be required to replace 15 existing library facilities which are inadequate to serve the forecast 1990 population, and $630,000 will be required by 1990 to provide bookmobile units to supplement the permanent physical facilities in the Region. It is expected that the cost of the permanent facilities would be amortized over a 20-year period, with construction extending over the entire plan period beginning in 1975 and being completed in 1990, thereby extending the amortization period to 35 years, from 1975 to 2010. The cost of the bookmobile facilities would be amortized over the 1974 through 1990 period. The amortized cost during the 1974 to 1990 period for the 45 permanent facilities and the 15 mobile library facilities would be $11,537,870 or about $721,000 per year, or an average of about 36 cents per capita per year.[2] In addition to these facility costs, a 59 cent per capita per year expenditure has been assumed for the continued maintenance of all existing facilities in the Region, raising to 95 cents the total per capita per year cost of providing additional and replacement facilities as well as maintaining existing facilities during the 1972 through 1990 plan period.[3] This figure compares to the approximately 95 cents per capita[4] expended in 1972 in the Region for the construction and maintenance of library facilities.

Book Stock and Other Material Costs: There are three basic costs attendant to the provision of book stock and materials, including the cost of providing additional book volumes to meet the standards set forth in Chapter VI of this report; those additional costs necessary to provide periodicals, slides, filmstrips, discs, tapes, and other library materials; and the cost of replacing worn out or damaged books and materials. As indicated in Table 37, the libraries in the Region in 1972 housed a total of 3,803,426 book volumes, or 2.12 book volumes per capita based on the estimated 1972 population. The recommended bock volume standard in Chapter VI of this report ranges from two to four volumes per capita, and therefore three volumes per capita has been used to determine the cost of providing book stock during this period. Utilizing the three books per capita standard, a total of 1,575,541 additional book volumes were required in the Region in 1972 to meet the standard at a total regional cost of $9,453,246.

In addition to the book volumes required in 1972 to bring each library up to standard, a total of 1,404,333 additional book volumes would be required between 1972 and 1990 to provide each additional person expected to live in the Region during that period (468,111) with three book volumes. The total regional cost of these additional volumes would be $8,425,998, or an average of 23 cents per capita per year for each year between 1972 to 1990. It is assumed that the increase in book volumes to meet the standard in 1972 and during the subsequent 18-year period would be accomplished incrementally over the entire period. The total book stock required to be added to bring the library stock to standard in 1972 and to provide book volumes for the additional population expected to reside in the Region by 1990 would be 2,979,874 at a total additional cost of $17,879,244, or 46 cents per capita per year over the 18-year period.

According to the Public, Academic and Special Library Service Record, 1972 published by the Wisconsin Division for Library Services, the total expenditure for materials, including book stock and other materials, in the Region during 1972 was $1,267,371, or 71 cents per capita. It is estimated that 85 percent, or $1,077,265, of the total amount spent for materials in 1972 was spent for book volumes, or approximately 60 cents per capita, with the remaining $190,106, or 11 cents per capita, being spent for new periodicals, slides, filmstrips, discs, tapes, and other materials. For the purposes of plan cost projections, therefore, it is assumed that a total of 11 cents per capita per year, or $4,013,550 over the 18-year period, will be expended to provide other library materials. This cost, added to the 46 cents per capita per year for the provision of additional book volumes, would total 57 cents per capita per year for additional books and other library materials.

In addition to these costs for added book volumes and other library materials, it is essential that the existing book and material stock be periodically updated. For the purposes of projecting costs for book and material stock in the 18-year period, it is estimated that the equivalent of 1 percent of the book volumes held in a library in any given year would or should be replaced. The projected total of books held in the Region in any year during this period is 5,293,363, 1 percent of which is 52,934. Calculated at $6.00 per book, it is estimated that a total of $5,716,872, or an average of $317,604 per year or 16 cents per capita per year, would be required for book replacement. Adding this replacement cost to the 57 cents per capita per year for the provision of new book volumes and library materials stock, the total cost of maintaining book volume and material stock at the

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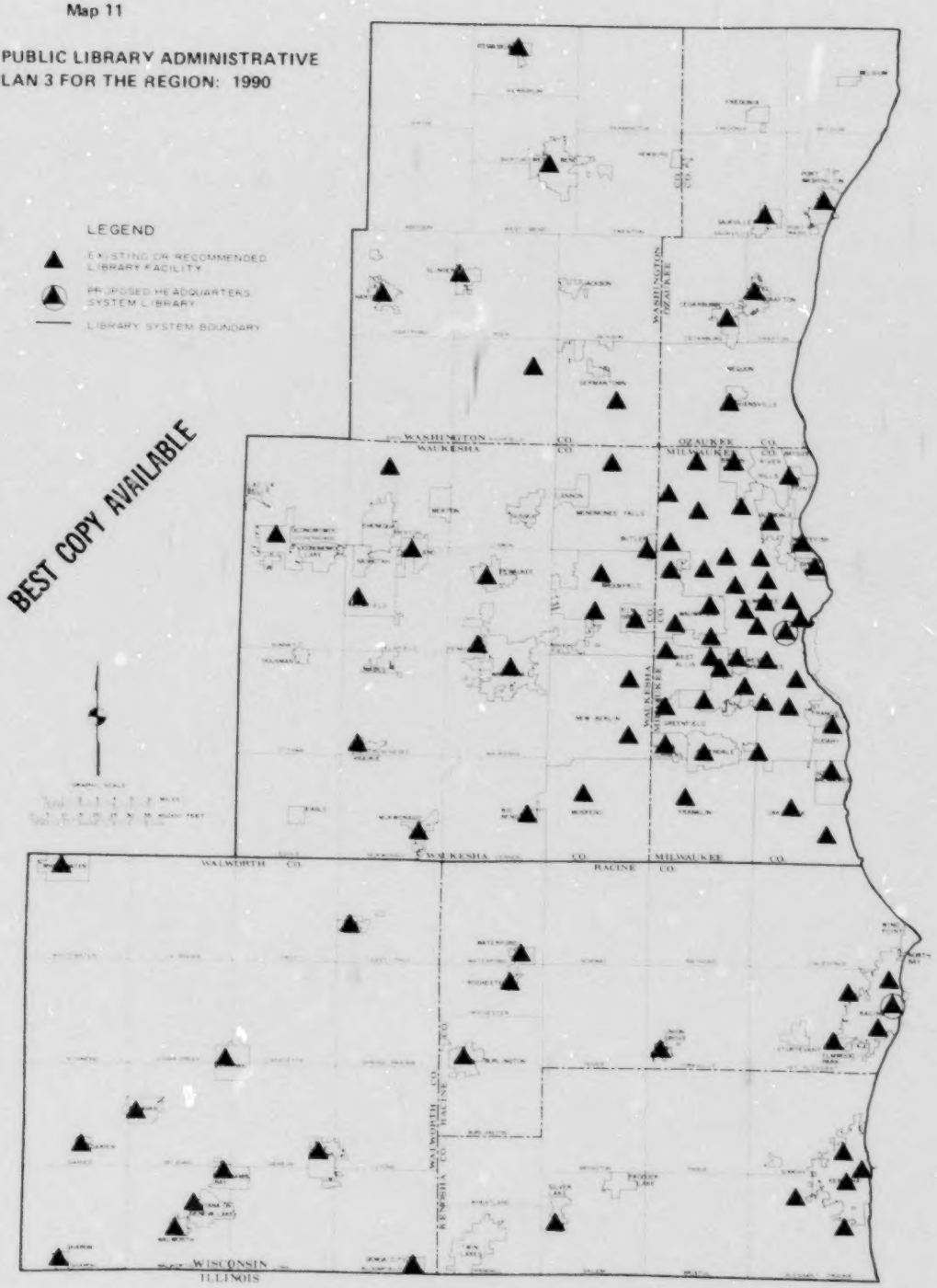
[2] *The average population for the 18-year plan period is estimated at 2,027,244.*

[3] *Although the plan period extends from 1972 to 1990, it was envisioned in the preparation of the plan that no new construction of public library facilities would begin before 1975.*

[4] *Includes capital outlay plus other expenditures ($1,706,654) during 1972 (as reported by the seven counties in the Public, Academic, and Special Library Service Record, 1972, compiled and published by the Wisconsin Department of Public Instruction, Division for Library Services, divided by the estimated 1972 Region population of 1,792,989.*

Map 11

ALTERNATIVE PUBLIC LIBRARY ADMINISTRATIVE SYSTEM PLAN 3 FOR THE REGION: 1990



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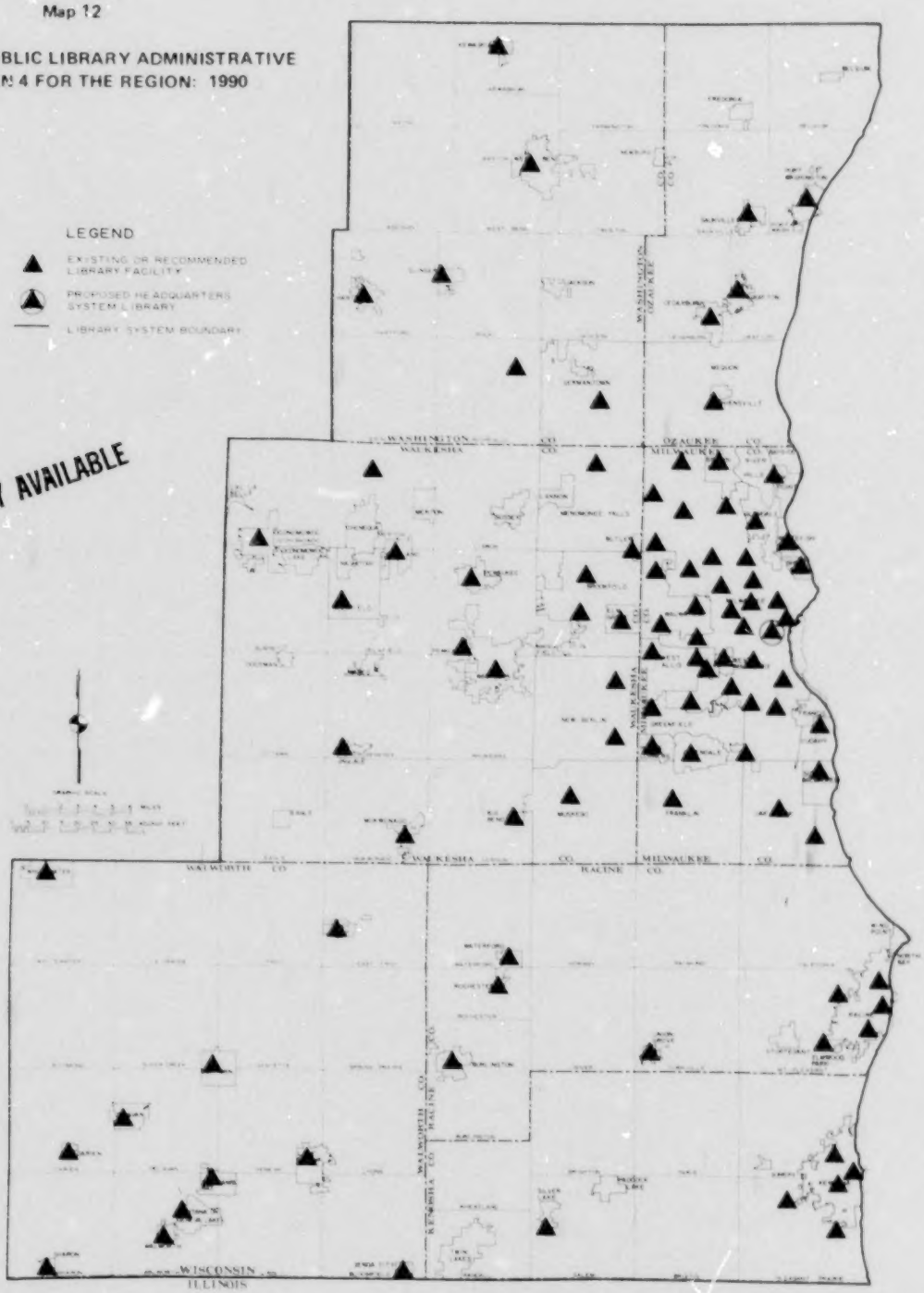
The third alternative library administrative system plan proposes the establishment of two multicounty systems in the Region by 1990, with system headquarter libraries located in the Cities of Milwaukee and Racine. Under this alternative, all seven counties in the Region would be eligible for state aid, and some reduction in overhead and special costs would be realized through system administration by the headquarters library, as well as the provision of services from the headquarters library.

Source: SEWRPC.

Map 12

ALTERNATIVE PUBLIC LIBRARY ADMINISTRATIVE SYSTEM PLAN 4 FOR THE REGION: 1990



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The fourth alternative regional library administrative system plan proposes the creation of one seven-county library system which would be a federated system, with the headquarters library located in the City of Milwaukee. This plan would propose to take best advantage of the large material stock and the special services provided in the Milwaukee libraries. Under this alternative, all seven counties would be eligible for state aids, which would be administered by a seven-county library system board. Such aids would help offset the cost of operation of the individual libraries in the system.

Source: SEWRPC.

standard set forth in this report would be 73 cents per capita per year. This cost can be compared to the 71 cents per capita spent in 1972 by libraries in the Region to maintain a total book stock which does not meet the average standard of three books per capita.

Personnel Costs: There are two basic costs attendant to the provision of adequate library personnel. These include the costs attendant to staffing professional personnel and the costs attendant to staffing nonprofessional personnel such as clerks, pages, and maintenance staff. As indicated in Table 38, the libraries in the Region in 1969 were staffed with a total of 782 persons of which 287, or 37 percent, were categorized as professional. The total salaries paid in 1969 by public libraries in the Region totaled nearly $5 million, at a per employee cost of approximately $6,392. The personnel cost per capita in the Region in 1969 was $2.88. The total of 782 public library personnel in the Region in 1969 was 87 less than the established standard of one library staff member for each 2,000 persons served. The total of 287 professional staff approximated the standard of one professional library staff member for each 667 persons served.

Table 36

PROJECTED COSTS OF PERMANENT AND MOBILE PUBLIC LIBRARY FACILITIES IN THE REGION: 1972-1990

County	1990 Forecast Population	Additional Public Library Facilities					
		Community		Branch		Total	
		Number	Cost[a]	Number	Cost[b]	Number	Cost
Kenosha	152,400	1	$ 550,000	1	$ 550,000	2	$ 1,100,000
Milwaukee	1,122,200	3	1,650,000	18	9,900,000	21	11,550,000
Ozaukee	100,400	0	--	0	--	0	--
Racine	233,100	0	--	3	1,650,000	3	1,650,000
Walworth	92,100	0	--	0	--	0	--
Washington	108,500	0	--	0	--	0	--
Waukesha	452,400	1	550,000	3	1,650,000	4	2,200,000
Region	2,261,100	5	$2,750,000	25	$13,750,000	30	$16,500,000

County	Relocated or Replaced Public Library Facilities							
	Large Community		Small Community		Branch		Total	
	Number	Cost[a]	Number	Cost[a]	Number	Cost[b]	Number	Cost
Kenosha	1	$ 900,000	0	$ --	2	$1,100,000	3	$2,000,000
Milwaukee	0	--	1	550,000	1	550,000	2	1,100,000
Ozaukee	0	--	1	550,000	0	--	1	550,000
Racine	0	--	1	550,000	0	--	1	550,000
Walworth	0	--	2	1,100,000	0	--	2	1,100,000
Washington	0	--	1	550,000	0	--	1	550,000
Waukesha	1	900,000	4	2,200,000	0	--	5	3,100,000
Region	2	$1,800,000	10	$5,500,000	3	$1,650,000	15	$8,950,000

County	Mobile Library Units[c,d]					
	Additional		Replacement		Total	
	Number	Cost	Number	Cost	Number	Cost
Kenosha	1	$ 42,000	1	$ 42,000	2	$ 84,000
Milwaukee	0	--	3	126,000	3	126,000
Ozaukee	1[e]	42,000	0	--	1	42,000
Racine	2	84,000	2	84,000	4	168,000
Walworth	2	84,000	0	--	2	84,000
Washington	1[e]	42,000	0	--	1	42,000
Waukesha	2	84,000	0	--	2	84,000
Region	9	$378,000	6	$252,000	15	$630,000[f]

Table 36 (Continued)

County	Additional and Replacement Permanent Public Libraries		Additional and Replacement Permanent Public Libraries Plus Mobile Library Units		Amortized Cost for Additional and Replacement Permanent Public Library Facilities and Mobile Library Units: 1974-1990	Average Cost Per Capita Per Year[h]
	Number	Cost	Number	Cost		
Kenosha	5	$ 3,100,000	7	$ 3,184,000	$ 1,412,660	$0.64
Milwaukee	23	12,650,000	26	12,776,000	5,547,790	0.32
Ozaukee	1	550,000	2	592,000	277,730	0.22
Racine	4	2,200,000	8	2,368,000	1,110,920	0.34
Walworth	2	1,100,000	4	1,184,000	555,460	0.44
Washington	1	550,000	2	592,000	277,730	0.20
Waukesha	9	5,300,000	11	5,384,000	2,355,580	0.42
Region	45	$25,450,000[g]	60	$26,080,000	$11,537,870	$0.36

[a] *The average estimated cost of each new public library is $900,000 for large community libraries (30,000 square feet), including $30,000 for land and $870,000 for facility construction; and $550,000 for small community libraries (15,000 square feet), including $25,000 for land and $525,000 for facility construction. All figures are in 1973 dollars.*

[b] *The average estimated cost of a new branch or neighborhood library facility (15,000 square feet) is $550,000, including $25,000 for land and $525,000 for construction. The cost is in 1973 dollars.*

[c] *The estimated cost for mobile units does not include material stock.*

[d] *The estimated cost for a new mobile library unit is $42,000, and the estimated life of such a unit is 10 years.*

[e] *Ozaukee and Washington Counties would share a mobile library unit over the 18-year period.*

[f] *The total cost of the mobile units would be amortized over the 1974-1990 period and, therefore, all principal on the debt incurred to purchase the units would be paid during the plan period at a cost of about $42,000 per year.*

[g] *All permanent facilities constructed during the 18-year plan period would be paid for by the year 2010, or over a 35-year period beginning in 1975, based on an amortization schedule of 20 years for the payment of debts on such facilities. Therefore, nearly 43 percent of the principal on the debt incurred to build the facilities would be paid during the plan period, totaling approximately $10.9 million.*

[h] *The average cost per capita per year is the average annual cost divided by the estimated average population over the 1972 to 1990 period.*

Source: Public, Academic and Special Library Service Record, 1972, and SEWRPC.

The 1990 staff requirements, based on application of the standards to the 1990 forecast population, would require a total of 1,131 library staff members, including 376 professionals and 755 nonprofessionals. Based on 1973 dollars, it is expected that the cost of providing salaries and fringe benefits to these 1,131 employees would be $8,786,739. As also shown in Table 38, it is expected that the average per capita cost per year to provide staff adequate to maintain a standard level of library services will be $3.45, or $125,879,432 over the 18-year period. This per capita cost is 57 cents higher than the 1969 per capita expenditure of $2.88, but 85 cents less than the 1972 per capita expenditure of $4.30 for salaries and fringe benefits.

Total Costs: As shown in Table 39, the total cost of the recommendations for provision of library facilities and services in the Region, including provision of additional facilities, maintenance of all existing facilities, provision of book volumes to meet the standards, provision of other library materials, replacement of damaged or worn out materials, and the cost of adequate personnel to provide the service required is $184,161,144, or approximately $5.13 per capita per year. This compares favorably with the total actual cost of $11,008,900 in the Region in 1972, or a total per capita cost of $6.14. It should be noted, however, that any delay in implementing the plan recommendations can be expected to result in higher costs for library facilities, materials, and personnel.

Table 37

EXISTING AND PROJECTED COSTS FOR BOOK VOLUMES IN PUBLIC LIBRARIES IN THE REGION: 1972 and 1990

County	1972				
	Estimated Population	Total Book Volumes	Book Volumes Per Capita	Additional Book Volumes Required[a]	Cost of Additional Book Volumes[b]
Kenosha	120,834	199,679	1.65	162,823	$ 976,938
Milwaukee	1,062,302	2,599,237	2.45	587,729	3,526,374
Ozaukee	57,591	93,527	1.62	79,246	475,476
Racine	175,739	294,571	1.68	232,646	1,395,876
Walworth	65,381	146,205	2.24	49,938	299,628
Washington	67,449	94,393	1.40	107,954	647,724
Waukesha	243,673	375,814	1.54	355,205	2,131,230
Region	1,792,989	3,803,426	2.12	1,575,541	$9,453,246

County	1972-1990			
	Population Increment	Additional Book Volumes Required[a]	Cost of Additional Book Volumes[b]	Average Cost Per Capita Per Year[c]
Kenosha	31,566	94,698	$ 568,188	$0.23
Milwaukee	59,878	179,634	1,077,804	0.05
Ozaukee	42,809	128,427	770,562	0.54
Racine	57,361	172,083	1,032,498	0.28
Walworth	26,719	80,157	480,942	0.34
Washington	41,051	123,153	738,918	0.48
Waukesha	208,727	626,181	3,757,086	0.60
Region	468,111	1,404,333	$8,425,998	$0.23

County	1990			
	Forecast Population	Total Additional Book Volumes Required[a,d]	Total Projected Costs for Additional Book Volumes[b]	Average Cost Per Capita Per Year[e]
Kenosha	152,400	257,521	$ 1,545,126	$0.59
Milwaukee	1,122,200	767,363	4,604,178	0.22
Ozaukee	100,400	207,673	1,246,038	0.83
Racine	233,100	404,729	2,428,374	0.63
Walworth	92,100	130,095	780,570	0.52
Washington	108,500	231,107	1,386,642	0.83
Waukesha	452,400	981,386	5,888,316	0.89
Region	2,261,100	2,979,874	$17,879,244	$0.46

[a] *Includes additional book volumes required to meet the standard of an average of three volumes per capita as set forth in the recommended library facilities and services plan.*

[b] *The cost of the additional required volumes is based on an average cost of $6.00 per volume (in 1973 dollars). The Racine Public Library, for example, spent an average of about $5.20 per volume for all book volumes purchased in 1973.*

[c] *This cost is the cost for additional required book volumes divided by 18 (the 1972 to 1990 period) divided by the average population for the 1972 to 1990 period.*

[d] *Includes the sum of the additional book volumes required to meet the book volume standard based on the estimated 1972 population and the 1972-1990 population increment.*

[e] *This cost is the cost for additional required book volumes divided by 19 (the 1972 to 1990 period, including 1972) divided by the average population for the 1972 to 1990 period.*

Source: SEWRPC.

Table 38

EXISTING AND PROJECTED COSTS FOR PERSONNEL IN PUBLIC LIBRARIES IN THE REGION: 1969 AND 1990

County	1969 Estimated Population	1969 Library Personnel Total	1969 Professional Number	1969 Professional Percent of Total	1969 Other[a] Number	1969 Other[a] Percent of Total	1969 Total Public Library Salaries[b]	1969 Cost Per Library Employee	1969 Cost Per Capita
Kenosha	116,200	48	15	31.3	33	68.7	$ 331,984	$6,916.33	$2.86
Milwaukee	1,052,400	540	184	34.1	356	65.9	3,757,033	6,957.49	3.57
Ozaukee	52,900	16	7	43.7	9	56.3	54,617	3,413.56	1.03
Racine	167,900	62	17	27.4	45	72.6	365,824	5,900.38	2.18
Walworth	62,300	32	22	68.7	10	31.3	123,455	3,857.97	1.98
Washington	62,100	18	7	38.9	11	61.1	53,962	2,997.89	0.87
Waukesha	224,000	66	35	53.0	31	47.0	311,544	4,720.36	1.39
Region	1,737,800	782	287	36.7	495	63.3	$4,998,419	$6,391.84	$2.88

County	1990 Forecast Population	1990 Library Personnel Total[c]	1990 Professional[d]	1990 Other[a]	1990 Total Public Library Salaries[b,e]	1990 Cost Per Capita	Average Cost Per Capita Per Year[f]
Kenosha	152,400	76	25	51	$ 590,444	$3.87	$3.43
Milwaukee	1,122,200	562	187	375	4,366,178	3.89	3.73
Ozaukee	100,400	50	17	33	388,450	3.87	2.89
Racine	233,100	117	39	78	908,973	3.90	3.73
Walworth	92,100	46	15	31	357,374	3.88	3.11
Washington	108,500	54	18	36	419,526	3.87	2.77
Waukesha	452,400	226	75	151	1,755,794	3.88	3.06
Region	2,261,100	1,131	376	755	$8,786,739	$3.87	$3.45

[a] *Other library personnel include clerks, pages, and maintenance personnel.*

[b] *Total salaries include salaries plus fringe benefits.*

[c] *The 1990 personnel total is based on the standard of one staff person per 2,000 population.*

[d] *The figures are based on the standard of a professional staff equivalent of at least one third of the total staff.*

[e] *The total salaries are estimated in 1973 dollars based on the 1969 regional cost per employee plus an additional 5 percent per year for the four years 1970 to 1973 inclusive.*

[f] *The average includes the average of the sum of the 1969 and 1990 salary totals, divided by the average population over the 1969 to 1990 period.*

Source: Wisconsin Public Library Service Record, 1969, and SEWRPC.

Revenues: To offset the expenditures for library facilities and services in the Region, each library board maintains one or more sources of income depending on its individual requirements, including local and county appropriations, income from contracts between libraries, endowments and gifts, grants-in-aid, loans, and miscellaneous sources. For planning purposes, these can be considered as local income. The individual sources may change each year. The libraries in the Region, through these various means of income, meet their budgeted and actual obligations for the provision of facilities and services.

As already indicated, the provision of facilities and services to meet the standards as well as the projected demand by 1990 approximates, on a per capita basis, the 1972 cost of such provision, and it is therefore assumed that the local library boards will be able to

Table 39

TOTAL PROJECTED COSTS FOR PUBLIC LIBRARY FACILITIES, MATERIALS, AND PERSONNEL IN THE REGION: 1972-1990

Category	Projected Costs: 1972-1990[a]
Additional, replacement, or relocated library facilities; mobile library units	$ 11,537,070[b]
Maintenance of existing library facilities	19,134,176
Subtotal	30,672,046
Additional book volumes to meet standards	$ 17,879,244
Additional other library materials	4,013,550
Replacement of books, other materials	5,716,872
Subtotal	27,609,666
Personnel[c]	$125,879,432
Total	$184,161,144

[a] *The projected costs are expressed in 1973 dollars.*

[b] *The total includes only the cost of additional, replacement, or relocated library facilities amortized over the 1974-1990 period.*

[c] *Personnel includes professional staff, pages, clerks, and maintenance personnel.*

Source: SEWRPC

continue to provide adequate service as well as additional facilities and services to meet the needs of the expanding population as set forth in the plan. In addition to the continued local funding, state aids can now be made available to any approved system for the operation of a public library system. These state funds would be returned to a viable public library system according to the following formula: 50 cents per capita for each person served within the territory of the public library system, plus $6 to $18 per square mile served in a single or multicounty public library system, plus an amount equal to 7 percent of the previous year's operating expenditures for provision of public library services by the local and county units of government within the system.

Accordingly, the following dollar amounts would be returned to the public library systems proposed under the four alternative public library system plans, based on 1970 census information, 1970 land area data, and 1972 expenditures reported by public libraries in the Region:

1. Alternative Plan No. 1—A total of $1.483 million to the four one-county systems.

2. Alternative Plan No. 2—A total of $1.637 million to the three multicounty systems.

3. Alternative Plan No. 3—A total of $1.642 million to the two multicounty systems.

4. Alternative Plan No. 4—A total of $1.653 million to the single regional system.

These funds, as already indicated, could only be returned to an approved system, and consequently would not be equally distributed under each alternative plan. The return to the Region in 1990 on a per capita basis, however, would range from 83 cents per capita to 92 cents per capita. These additional funds could be used to offset local expenditures for library services, to maintain the library system, or both.

Not only are all of the alternative plans viable from a local cost standpoint, but when the additional state aids are made available, there is a possibility that the total annual cost of providing library facilities and services in the Region could be reduced, assuming, however, that all elements of the plan are implemented.

PUBLIC INFORMATIONAL MEETINGS

During the summer of 1971, a total of 11 public informational meetings were held throughout the Region, with at least one such meeting held in each of the seven counties for the purpose of briefing and receiving comments from librarians, public officials, and interested citizens on the various alternative library system plans. The general concern of meeting participants was that access to various libraries, particularly to large libraries, be continued or provided without loss of local autonomy in terms of controlling the kinds of materials and services being provided at various community libraries throughout the Region. The comments made at the informational meetings were helpful to the Technical Advisory Committee in its determination and selection of a recommended library plan for southeastern Wisconsin which is described in the following chapter. A summary of the meetings which were held is included in Appendix C.

SUMMARY

The four alternative public library system plans presented in this chapter are administrative plans for federated systems providing local library board authority, local library autonomy, and equitable representation on a library system board. Each of the alternative administrative system plans is combined with a single physical facilities plan, which indicates the need for an additional 30 public libraries, the replacement of 15 existing public libraries, and additional bookmobile units to serve the forecast 1990 population.

The alternative administrative system plans call for an expansion of library services to all persons within the Region, either through single-county or multicounty organization. The first alternative proposes development of seven single-county library organizations. The second alternative proposes the establishment of three systems, with Milwaukee, Waukesha, Washington, and Ozaukee Counties in a four-county system; Racine and Walworth Counties in a two-county system; and Kenosha County in a one-county system. The third alternative includes two multicounty systems, with one system comprised of Milwaukee, Ozaukee, Washington, and Waukesha Counties, and the second system comprised of Kenosha, Racine, and Walworth Counties. The fourth alternative proposes a single, seven-county system.

No matter which alternative is selected, a library system board should be appointed to supervise the establishment of any public library system and to maintain the functions of that system. Establishment of contracts between public libraries and other types of libraries in the Region, such as higher educational institution libraries, special libraries, and school libraries is also encouraged to provide greater access to materials housed in these libraries.

The costs associated with the physical library facility plan include three major areas—library facilities, book stock and other materials, and personnel. An estimated $30.7 million will be needed over the 1972-1990 period for additional, replacement, or relocated libraries, mobile library units, and for maintenance of existing library facilities; $27.6 million will be needed to purchase additional books and other library materials as well as to replace worn out or damaged items; and $125.9 million will be required for library personnel. The cost of the recommended public facilities and services plan is about $184 million during the 18-year plan period, or about $5.13 per capita per year. This compares favorably with the actual such cost in 1972 of about $11 million, or $6.14 per capita.

To assist local library boards in offsetting these expenditures for library facilities and services, various sources of income are available, including local and county appropriations, income from interlibrary contracts, endowments and gifts, grants-in-aid, loans, and other sources. In addition to these local sources of income, state aids can now be made available to any approved public library system for the operation of that system or libraries within that system. Based on an established formula for distribution of these funds, the return to the Region in 1990 on a per capita basis would range from 83 to 92 cents per capita.

Chapter IX

RECOMMENDED PUBLIC LIBRARY FACILITIES AND SERVICES PLAN

INTRODUCTION

The design of the library facilities and services plan for southeastern Wisconsin required that a selection be made from among four alternative administrative system plans developed by the Technical Advisory Committee and presented in Chapter VIII of this report. The Committee considered the four administrative system plans, each combined with a single physical facility plan which include a spatial distribution of library facilities based on the established objectives, principles, and standards and the forecast library needs in southeastern Wisconsin. Adoption of the plan elements to be included in the final plan must be made by the Regional Planning Commission and subsequently by elected and appointed governmental officials. The Technical Advisory Committee can, however, make recommendations based upon the planning, legal, and economic factors considered during the library planning program.

The plan selection process involved both Committee meetings and public informational meetings. The four alternative administrative system plans, together with the data collected during the inventories as well as attendant regional and library planning information, were presented at these meetings.

This chapter presents a description of the recommended library facilities and services plan for southeastern Wisconsin as developed by the Technical Advisory Committee on Regional Library Planning. The chapter also presents a discussion of the elements included in the recommended library facilities and services plan shown on Map 13, as well as the proposed stages of plan implementation.

RECOMMENDED PUBLIC LIBRARY FACILITIES AND SERVICES

Based upon analyses of the existing library facilities and services and on the application of the library planning standards, the following physical plan elements are recommended for inclusion in the plan for library facilities and services in southeastern Wisconsin.

Library Facilities

As noted earlier, Regional Planning Commission forecasts indicate a 1990 population of 2.26 million persons, an increase of about 510,000 over the 1970 total. The recommended library plan proposes to accommodate the library needs of this additional population through continued expansion of permanent local library facilities, and includes a maximum of 100 permanent facilities by 1990 based on the standards set forth in Chapter VI of this report. Of the 100 libraries included in the 1990 plan, 30 are proposed new additional facilities and 15 are required to replace existing (1973) facilities which are now, or are expected to become, inadequate during the 18-year plan period (see Table 36).

The recommended library plan proposes that the permanent library construction program be continued by individual local units of government within the Region. Using this plan as a guide, individual decisions on staging, design, construction, ownership, and operation at the local level will enable each community to retain individual community building styles while incorporating established floor area requirements, as set forth in this report, as well as other current library construction standards. Following is a county-by-county listing of the additional library facilities required during the plan period:

- Kenosha County—Two additional library facilities will be required in Kenosha County by 1990. A small[1] community library will be required in western Kenosha County and is proposed to be located in or near the Village of Silver Lake. Also, a new branch[1] library will be required on the south side of the City of Kenosha. In addition, the plan proposes to: 1) replace the Roosevelt Road branch library and relocate it approximately one mile west of the existing facility; 2) replace the Washington branch library with a new facility; and 3) replace the Gilbert M. Simmons main library in the City of Kenosha with a new facility (large[2] community library), recombining the present library and the Boys' and Girls' Department, which is located in a separate facility in downtown Kenosha.

- Milwaukee County—It is proposed to construct a total of 21 additional library facilities in the county to meet the needs of the population from 1974 through 1990. Of these 21 facilities, 18 branch, or neighborhood, libraries are proposed for construction in Milwaukee County, and three small community libraries are proposed to be located in the Fox Point-River Hills-Bayside area, in the Village of Hales Corners, and in the City of Franklin. In addition to these new additional facilities, it is proposed that a small community library be constructed in the Village of Brown Deer to replace the present library, and that a neighborhood library be constructed in the City of Milwaukee to replace the existing Center neighborhood library.

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[1] *Minimum floor area of 15,000 square feet.*

[2] *Minimum floor area of 30,000 square feet.*

- Ozaukee County—Based on application of the standards to the forecast population in Ozaukee County, no additional library facilities will be required during the plan period. It is proposed, however, to replace the Grafton main library with a small community library.

- Racine County—It is proposed to construct three additional branch library facilities in the Racine area during the plan period. These facilities would be located at the north, northwest, and southwest boundaries of the City of Racine. In addition, it is proposed that the existing Village of Rochester library be replaced with a small community library.

- Walworth County—Based on application of the standards to the forecast population and as related to the existing library facilities, no additional library facilities are proposed for Walworth County during the plan period. The plan does propose, however, to replace both the existing Village of East Troy and the Village of Fontana-on-Geneva Lake libraries with new small community library facilities.

- Washington County—Based upon application of the standards to the forecast 1990 population and as related to the existing library facilities, no additional facilities are proposed for Washington County during the plan period. The plan does propose, however, to replace the existing Village of Slinger library with a new small community facility.

- Waukesha County—The plan proposes to construct four additional library facilities in Waukesha County during the plan period. One of these facilities would be a new small community library in the North Prairie area serving the southwestern part of the county. The other three facilities are proposed to be branch libraries in the Cities of Brookfield, New Berlin, and Waukesha. It should be noted that the need for a permanent library facility in the Sussex area might be greater by 1990 than the need for a branch facility in southeastern New Berlin, depending upon distribution of development in the county. The New Berlin branch facility, therefore, might be deleted in favor of the construction of a small community library in the Village of Sussex during the plan period. In addition to these four additional facilities, the plan proposes to replace five existing facilities, including a small community library in the City of Delafield, a small community library in the Village of Hartland, a small community library in the Village of Mukwonago, a large community library in the City of Oconomowoc, and a small community library in the Village of Pewaukee.

The total cost of the 30 proposed additional facilities and the 15 replacement facilities is $25,450,000. It was assumed in the preparation of the plan that the additional, replacement, or relocated facilities as shown on the recommended plan would be provided during the plan period, and that the staging of these facilities would be the prerogative of the local library boards in consultation with the library system board.

In addition to the permanent facilities mentioned, the plan also proposes that mobile library units be maintained and operated throughout the Region to supplement general library service as well as meet special requirements of concentrated groups of elderly or handicapped persons. It is proposed that these mobile units be maintained and operated out of major library facilities throughout the seven county Region, perhaps at the special resource libraries.

Library Materials

In addition to the need for more public library facilities, an increase is also expected in the type and number of library materials required to meet deficiencies in existing library stock as well as materials required to meet the forecast 1990 population in the Region. Application of the standards to forecast population indicated a need for library book stock to increase by 2,979,874 volumes by 1990, resulting in a 1990 total of 6,783,300 volumes. The total cost for the additional volumes is $17,879,244, or an average of 46 cents per capita per year over the plan period. In addition, a total of $9,730,422 will be required during the plan period to provide additional other library materials and to replace damaged or worn out stock.

Library Staff

The staff necessary to provide library service to the public is one of the most important elements in the preparation of a library plan. The recommended plan includes the addition of 349 professional and other staff members over the plan period. The total cost for personnel over the plan period to meet the standards set forth is $125,879,432, or an average of $3.45 per capita per year. Special staffing needs will be required in certain areas of the Region. Those libraries serving a community or area with special interests and needs should provide specialized staff members to supply these interests and needs, either through regular library staffing or consultant library specialists.

In addition to the need for individual library staff members, a team of library specialists should be organized within the Region to provide consultant services to any public library. The need for a large number of library specialists on more than a consulting basis should be continually reviewed.

Total Cost

The total cost to provide the library facilities and services recommended in the library facilities and services plan during the period 1972 to 1990 is $184,161,144, or about $5.13 per capita per year. This cost includes the provision of additional facilities, maintenance of all exist-

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ing facilities, provision of book volumes to meet the standards, provision of other library materials, replacement of damaged or worn out materials, and the cost of adequate personnel to provide the service required. This total cost compares favorably with the total actual cost of $11,008,900 for library facilities and services in the Region in 1972, or $6.14 per capita.

RECOMMENDED PUBLIC LIBRARY ADMINISTRATIVE SYSTEM

In addition to the recommended physical facilities, the plan recommends that a seven-county regional public library system be fully operating within southeastern Wisconsin by 1990 (see Map 13). The single seven-county system would be oriented toward providing increased access to library materials and services for all persons in the Region. The one-system plan focuses on the Milwaukee Public Library as the system headquarters, with special resource libraries located in each county and having direct communication and service links to the headquarters library. The system would be a federated one, with all public libraries maintaining local autonomy while participating in a regional exchange of information and materials, in addition to providing access to other special regionwide services as decided by the library system members. Under this administrative system, each resident of the Region could have access to all public library facilities in the Region through use of a uniform library card.

The regional system would be governed by a regional library system board. This board, comprised of representatives from throughout the Region, would arrange for the exchange of materials and services between and among all member public libraries throughout the system area, and would establish minimum standards for each member library with respect to maintenance of materials and staff. Initially, the regional system arrangement will provide a greater availability of materials housed within each of the member public libraries. In addition, special, school, and academic libraries will play a larger role through the initiation of cooperative agreements with the system member libraries in order to provide more comprehensive library service to the Region.

The regional library system plan is also designed to provide communities and counties with an opportunity to investigate and evaluate the development of public library systems as designated by recently enacted state legislation for public libraries. The library plan will enable each county in the Region to be a part of a system and become eligible for available state aids for operation of public libraries.

RECOMMENDED STAGING OF THE ADMINISTRATIVE SYSTEM PLAN

The plan as recommended is an 18-year staged plan for the organization, implementation, operation, and continued review of a regional library system for southeastern Wisconsin. The staging of the plan as recommended by the Technical Advisory Committee is divided into four periods—1972 to 1975, 1976 to 1980, 1981 to 1985, and 1986 to 1990 (see Table 40).

Phase One

The initiation of the plan encompasses the 1972 to 1975 time period and begins the organizational phase. This phase recommends that each county appoint a county library planning committee to review and study library needs and make recommendations for system board members. These committees should also review library development proposals for their respective counties and investigate alternative methods of implementing the recommended library facilities and services plan.

It is recommended that each county library study committee be notified that the other counties are studying the same situations confronting libraries, and it is suggested that each study committee appoint a representative to a regional library study committee to review and investigate the potential means available to individual counties to develop a multicounty library system.

The recommendation for development of a seven-county library system is an attempt to provide greater accessibility, cooperation, and flexibility in materials exchange between the public libraries in the Region and continued expansion of such exchange services as other libraries become part of a regional system. Approval of the recommended public library facilities and services plan is recommended during this initial phase. The seven-county system will emphasize services and will not engage in a permanent library facilities building program. As pointed out earlier in this chapter, the individual communities will be responsible for library facility development based on the standards set forth herein and as depicted on the recommended plan (see Map 13).

The proposals and recommendations of the county library study committees should be forthcoming within three years of committee appointments as described in the public library legislation. The individual committee proposals to develop systems will enable implementation of the recommended library plan in various stages.

The initial county library study committee proposals should be oriented toward the establishment of a seven-county library system. The proposals should include establishment of a regional library system board, as appointed by the respective county boards, to review the library study committees' recommendations and to initiate the working priorities of the library system. The regional library system board would include representatives from each of the seven counties in the system. These representatives should be appointed to include board members representing a large community library, a small community library, and a community without library services, enabling all parties to have a voice in designation of the library system priorities. The number of persons appointed to serve on a regional library system board shall be at least 15 but shall not exceed 20, and

Table 40

RECOMMENDED STAGING OF THE PUBLIC LIBRARY ADMINISTRATIVE SYSTEM PLAN: 1972-1990

1972-1975	1976-1980	1981-1985	1986-1990
Establish county study committees Establish regional study committee Approve recommended public library facilities and services plan Appoint seven-county system board Designate system headquarters library	Organize member libraries Assign system services versus local services Initiate regular interlibrary delivery services Establish telephone toll-free network Establish contracts with local school districts Develop and initiate uniform borrower's card Initiate interlibrary loans Begin central storehouse collection Establish minimum hours for system members Develop access to special reference collections Expand bookmobile service Establish central computer operation Establish special group needs and services section	Review services and facility development programs Establish special librarian service programs systemwide Develop union catalog Initiate books-by-mail service Initiate contracts with special academic and school libraries Expand microform collection Develop capability to transmit microform collection via telephone network Evaluate bookmobile versus facility needs and population distribution	Begin circulation of specialty programs Begin central ordering and processing of feasible items Begin direct communication between several designated types of libraries within the Region Tie central computer data bank to state and national networks Establish additional computer processing outlets Review all collections, services, and special needs, and facility development

Source: SEWRPC.

shall include at all times at least one representative of the system headquarters library. The library system board shall determine the priorities in the development of the regional system.

Some recommendations for system priorities set forth by the Technical Advisory Committee include the following:

1. Assuming that the work of the several county library study committees' is completed and the library system board is appointed, it is recommended in the 1972-1975 stage that the system begin operation by first establishing a system headquarters library.

2. It is recommended that the Milwaukee Public Library be designated the system headquarters library for the seven-county area.

3. It is further recommended that certain public libraries in the Region be designated as special resource libraries to give continuity to existing services between the libraries and the respective areas they serve, and to give all libraries within the Region a local system network contact for transfer of information, questions, and materials. These designated libraries will be the system representatives for their respective areas. The libraries will be directly linked via a telephone network or other system for rapid data transmittal. The organization for information exchange should enable local libraries in any area of the Region to call the special resource library for information or needed services. Requests that cannot be accommodated by the library will be forwarded to the headquarters library, thus making possible a more organized flow of information.

Phase Two

The second phase of the recommended regional library system plan would involve the establishment and strengthening of system services, and covers a five-year period from 1976 to 1980. Member libraries would be organized under the system, and services to be provided by the system or by the local libraries would be determined by action of the system board and the local library boards. A telephone, toll-free network between the system libraries would be established, and contracts between the system board or the local library boards within the system and the school districts would also be established. Recommended for implementation during this stage of the plan are the initiation of interlibrary delivery services and development of a uniform borrower's card enabling any individual living within the area of the system to borrow and return materials from any member library. In addition, interlibrary loans should be established whereby special material collections can be circulated among the libraries, eliminating the need for each individual library to buy special material collections unless asked to do so by its local library board.

Other elements of the system recommended for implementation during this stage include the development of a central storehouse at the headquarters library or other designated special resource library for infrequently used library items. Minimum hours of operation should also be established for each member public library by the library system board, depending upon the size of the library and the hours recommended in the standards portion of this report.

Access to special reference collections and other specialized collections should be initiated during this stage. Materials housed in the special libraries should be brought into the flow of library materials throughout the system through contracts for the specialized goods and services with the special resource libraries.

Expansion of bookmobile service is also an important plan implementation goal during this phase of system development. Areas with special needs, such as those with housing for the elderly, should be considered as specialized library service locations, as should inner city and rural areas where no permanent library structures are available. Along with bookmobile development, a special library services section dealing with group needs and services should be established. These library specialists, operating within the system framework and having knowledge of the system's materials, can aid any library, group, or special gathering by providing access to, or answering questions about, library services and needs.

Phase Three

The third phase of the plan includes the period from 1981 to 1985. In addition to the preceding services, the third phase should include the review of service demand and facility construction programs and the development of a union catalog for all materials within the public libraries in the system. Special librarians and library programs should be available on a systemwide basis. In addition to the traditional manner of receiving library materials, a books-by-mail service should be established to enable persons to receive and return materials through the mail using library postage rates.

Microform items should be expanded within the system collection and a method developed for their dispersal to member libraries. Each member library should have access to these items, and provisions should be made for installation of microform reading equipment within each public library for individual library patron use. Contracts with the special, academic, and school libraries should also be completed during this phase of the plan, thus expanding the system information network to utilize materials housed in these libraries, and providing a more equitable arrangement for access to public library materials by the special, academic, and school libraries. Cooperation between libraries with particular needs and libraries housing special collections can reduce duplication of highly specialized collections. It is important to note, however, that some levels of duplication will always be necessary to meet user demands for popular reading items and general reference needs.

Finally, during this stage the system board and member libraries should continue to evaluate system services, bookmobile needs, and the development of permanent library facilities with regard to the distribution of population and the changing need for library services within the Region, utilizing the recommended plan for library facilities and services as a guide.

Phase Four

The final phase of the recommended public library facilities and services plan extends from 1986 to 1990. This phase calls for circulation of specialty library programs such as art shows, lectures, and information programs throughout the system on a scheduled or contracted basis. Centralized ordering and processing of those library items deemed feasible by the system board and member libraries should take place to enable any economies of quantity purchasing to be realized. Direct communication via teletype or other transmission should be established between the representative and the specialized contracted libraries to allow complete access to any items available within the member libraries.

Computers should be installed in the special resource libraries for interregional computer transmission of feasible data. In addition, the feasibility of tying to state or national library information systems should be studied as a method of providing access to backup library materials for the southeastern Wisconsin library system.

While reevaluation of the numerous plan items is recommended during the previous stages, a complete review of the system is needed during the last phase of plan implementation, and additional research programs should be initiated to expand and make more efficient the total system operation. The plan review should concentrate directly on the collections, services, and special needs demanded by library users, as well as on the facility development recommendations proposed in this plan, particularly with respect to new technologies and methods of library data handling and transfer of information which may be available for library and patron use by 1990.

SUMMARY

The library facilities and services plan for southeastern Wisconsin includes recommendations for both library facilities, materials, and staff to meet the library needs of the forecast 1990 population, and for an administrative system to provide access to these facilities and services for all residents of the Region.

With respect to physical facilities, the plan recommends a maximum of 100 permanent public library facilities by 1990, of which 30 are proposed to be new additional facilities and 15 are required to replace existing (1973) facilities which are now, or are expected to become, inadequate. Additional libraries are recommended to be built in each of the seven counties except Ozaukee, Walworth, and Washington Counties, and various replacement libraries are recommended to be built in each of the seven counties.

The plan recommends that a seven-county regional public library system be fully operating in the Region by 1990. The single system would be oriented toward providing increased access to library materials and services for all persons in the Region. The Milwaukee Public Library is recommended to be the system headquarters library, with special resource libraries located in each county and having direct communication and service links to the headquarters library.

The system would be a federated one, with all public libraries maintaining local autonomy while exchanging information and materials with other public libraries in the Region. Under this system, each resident of the Region could have access to all public libraries in the Region through use of a uniform library card. The system would be governed by a library system board, with representatives from throughout the Region, which would establish minimum standards for member libraries with respect to maintenance of materials and staff.

The plan calls for staging of the system over four phases between 1972 and 1990. Phase one (1972-1975) would include initiation of the plan and the start of the organizational phase. Phase two (1976-1980) would involve the establishment and strengthening of system services, including initiation of interlibrary delivery services, development of a uniform borrower's card, and establishment of interlibrary loans for circulation of special material collections among libraries. Phase three (1981-1985) includes the development of a union catalog for all materials in the public libraries in the system, establishment of a books-by-mail service, and the review of service demand and facility construction programs. Phase four (1986-1990) calls for circulation of speciality library programs throughout the system, centralized ordering and processing of those materials deemed feasible by the system board, and the installation of computers in special resource libraries (specially designated libraries in each county which serve as system representatives for the areas they serve) for interregional computer transmission of feasible data.

Final analysis of the recommended plan shows that local facilities can continue to expand as demanded, but greater flexibility of materials housed within the libraries of the Region can be realized by system organization. Local autonomy and system cooperation enabling state aids to be used can provide a much higher level of service for all residents of the Region. Future cooperation with state and national library systems and information networks can greatly expand the system information and service capabilities for all the library outlets of southeastern Wisconsin.

CHAPTER X

PLAN IMPLEMENTATION

INTRODUCTION

The recommended 1990 public library facilities and services plan for southeastern Wisconsin, as described in Chapter IX of this report, provides a design for the attainment of specific physical and administrative development objectives formulated during the library planning program in cooperation with local, county, and state units and agencies of government concerned. The recommended plan consists of four major elements: 1) the continued development at the local level of individual library facilities; 2) the continued staffing of local libraries by the local library boards; 3) the provision for continued acquisition of library materials by local library boards; and 4) the staged development of a system of libraries cooperating under contracts and state enabling legislation.

The plan is not complete, however, until steps required for its implementation are specified. This chapter presents a guide for use in implementation of the library plan by outlining the actions necessary to be taken by the various levels and agencies of government concerned, as well as discussing financial and technical assistance programs available to these units and agencies of government.

The plan implementation recommendations contained in this chapter are, to the maximum extent possible, based upon and related to existing governmental programs and enabling legislation. Because of the possibility of unforseen changes in economic conditions, state and federal legislation, case law decisions, governmental organization, and tax and fiscal policies, it is not possible to declare exactly how regional library system plan implementation should be administered and financed. As part of the continuing library system development program for southeastern Wisconsin, it will be necessary, therefore, to periodically update not only the library plan elements and the data and forecasts on which these plan elements are based, but also the recommendations contained herein for ongoing plan implementation.

BASIC CONCEPTS AND PRINCIPLES

It is important that plan implementation measures grow out of adopted plans. Therefore, action policies and programs must not only be preceded by plan adoption, but must also emphasize the most important and essential elements of the plan and those areas of action which will have the greatest impact on guiding and shaping development in accordance with the recommended plan. Of particular importance in this regard are plan implementation efforts which are most directly related to achieving library system development objectives, especially those objectives dealing with the initiation and development of a seven-county library system. Primary emphasis, therefore, should be placed on the following aspects of library system development: 1) establishment of a regional library system board; 2) designation of a system headquarters library; 3) establishing priorities of system services; and 4) initiating cooperation with other types of libraries within the Region

PLAN IMPLEMENTATION ORGANIZATIONS

Although the Regional Planning Commission can promote and encourage plan implementation in various ways, the Commission's advisory role makes actual implementation of the recommended library plan entirely dependent upon action by local, county, and state units and agencies of government. Under existing enabling legislation agencies most important in the implementation of the recommended plan include general-purpose local units of government such as common councils and town and village boards; county boards of supervisors; special-purpose boards such as library boards; and state regulatory bodies such as the Wisconsin Department of Public Instruction.

Because of the many agencies in existence, it is important to identify those having the legal authority and financial capability to most effectively implement the recommended library plan elements. Those agencies whose actions will have significant effect upon the successful implementation of the recommended plan and whose full cooperation in plan implementation will be essential are listed and discussed by level of government. The interdependence between the various levels as well as agencies of government and the need for close cooperation cannot be overemphasized. Most of the agencies involved in implementation of the recommended plan are already in existence. The creation of new agencies for plan implementation should be considered only if such agencies are essential. If necessary, their creation should be such as to complement and supplement most effectively the plan implementation activities of the agencies already in existence.

Local Level Agencies

Library Boards: Local library boards should study the plan and the role their respective libraries can take in its implementation. The cooperation of local library boards is essential to ensure the development of the library plan. In each instance, the individual library board will have a major role in final plan implementation.

Areawide Level Agencies

Library System Board: Since planning is a continuing function, a public body should coordinate and advise on the implementation of the library plan and undertake plan updating and revisions as needed. It is, therefore,

recommended that the library system board provide the focus for coordination of all levels of government in the implementation of the recommended library facilities and services plan for the Region.

Counties: Each county board should appoint a county library committee to study the role of the libraries within its respective county, and to make recommendations to the County Board of Supervisors regarding library services and facilities. The creation of such a committee in each of the seven counties is an important first step in plan implementation.

Regional Planning Commission: Although not itself a plan implementation agency, the Regional Planning Commission has a role as a coordinating agency for planning and development activities within the Southeastern Wisconsin Region. The Commission may, through community planning assistance services and through the review of grant-in-aid proposals, be involved in plan implementation.

State Level Agencies

The Wisconsin Department of Public Instruction, Division for Library Services, is the only agency at the state level with specific library planning authority and certain plan implementation powers important to the adoption and implementation of the recommended library plan. The Division for Library Services has long been responsible for the overall development of public libraries within the state. It is the Division's responsibility to administer the library planning programs, and in particular, library system development. It is also a responsibility of the Division to review the development of system plans within the state and to administer state aids to the various certified systems through the designated library system board.

PLAN ADOPTION AND INTEGRATION

Upon adoption of the library plan by formal resolution of the Southeastern Wisconsin Regional Planning Commission in accordance with Section 66.945(10) of the Wisconsin Statutes, the Commission will transmit a certified copy of the resolution adopting the library plan, together with the plan itself, to all local legislative bodies within the Region and to all of the aforesaid existing state, local, and areawide agencies that have potential plan implementation functions.

Adoption, endorsement, or formal acknowledgement of the comprehensive library plan by the local legislative bodies and the various agencies concerned is highly desirable, not only to assure a common understanding between the several governmental levels and to enable their staffs to program the necessary implementation work, but also as a possible requirement for state financial aid eligibility.

Areawide and Local Level Agencies

It is recommended that the local library boards formally adopt the comprehensive library system plan, including the individual facility elements, the library staffing elements, the library material elements, and the library system elements after study and review of the library planning report. It is also recommended that the seven county boards formally adopt the comprehensive library system plan, including the individual library facility elements, the library staffing elements, the library material elements, and the library system elements after a report and recommendation by the county library study committees.

State Level Agencies

It is recommended that the Department of Public Instruction, Division for Library Services, formally endorse the recommended library plan and integrate the recommended plan elements into its range of agency responsibilities, as well as assist in coordinating plan implementation activities over the plan period. In particular, it is recommended that the Department of Public Instruction endorse the recommended library system plan elements, including the provisions for expansion of cooperation between the various types of libraries within southeastern Wisconsin. It is further recommended that the staff of the Division for Library Services coordinate the development of the recommended library plan element along with the special activities relating to library cooperation.

FINANCIAL AND TECHNICAL ASSISTANCE

It is necessary that the local, county, and state units of government concerned with public library facilities and services within the Region effectively utilize all sources of financial and technical assistance available for the timely implementation of the recommended plan elements. In addition to current tax revenue sources, such as property taxes, fees, fines, public utility earnings, highway aids, educational aids, and state collected taxes, the areawide agencies and local units of government can also make use of other revenue sources such as borrowing, special taxes and assessments, state and federal grants, and gifts. Various types of technical assistance useful in plan implementation are also available from city, county, state, and federal agencies. The type of assistance ranges from the technical advice on library practices provided by the State Division for Library Services to advisory and review services offered by the Regional Planning Commission.

Gifts

Donations of land, interest in land, or monies from private individuals and corporations should not be overlooked as sources of possible assistance in library plan implementation. The potential contributions, both in leadership and funds from private groups, should not be underestimated. Such gifts, either in land, buildings, materials, or monies, may be extremely beneficial for local library development.

Technical Assistance

Certain federal, state, regional, and county agencies provide various levels and types of technical assistance to local units of governemnt on request, which is useful in library plan implementation. Limited guidance is usually provided without cost, or may be provided for a nominal fee. In some cases, the local unit of government may contract with the state agency for more extensive technical assistance services.

State Aid

The State Division for Library Services will provide state aid monies to qualified systems. These funds are to be dispersed to the library system board for use in operation of the system or for local operation costs. The funds are allocated to an approved system according to the formula on area, population, and expenditure for public libraries within the system boundaries as set forth in the Wisconsin statutes.

SUMMARY

The recommended comprehensive library plan is not complete until steps required to implement the plan are specified. The plan implementation recommendations are to the maximum extent possible based upon and related to existing governmental programs and enabling legislation.

Primary emphasis in plan implementation should be placed on the following aspects of library system development: 1) establishment of a regional library system board; 2) designation of a system headquarters library; 3) establishing priorities of system services; and 4) initiating cooperation with other types of libraries within the Region. Because the Commission's role is advisory, actual implementation of the recommended library plan is dependent upon action by local, county, and state levels and agencies of government. Because of the number of agencies which exist, it is important to identify those with the legal authority and financial capability to most effectively implement the recommended library plan elements.

It is recommended that the library system board provide the focus for coordination of all levels of government in the implementation of the regional library system plan. Local library boards should study the plan and the roles their respective libraries can play in its implementation. County library study committees should be appointed to study the role of the libraries within their respective counties and to make recommendations to their respective County Board of Supervisors. The Regional Planning Commission, although not itself a plan implementation agency, has a role as a coordinating agency for planning and development activities within the Region.

At the state level, the Wisconsin Department of Public Instruction, through its Division for Library Services, has been responsible for the overall development of public libraries within the state. The responsibility for administering the library planning program, and in particular library system development, rests with this Division. It is also the Division's responsibility to review the development of system plans within the state and to administer the state aids to the various systems through the designated library system board.

The Regional Planning Commission, upon adoption of the library plan by formal resolution, will transmit a certified copy of the resolution, together with the plan itself, to all local legislative bodies in the Region and to all of the aforesaid existing state, local, and areawide agencies that have potential plan implementation functions. Adoption, endorsement, or formal acknowledgement of the plan by local legislative bodies and the various agencies concerned is recommended, not only to assure a common understanding between the several governmental levels, but also to enable their staffs to program the necessary implementation work.

In addition to current tax revenue sources, such as property taxes, fees, fines, public utility earnings, highway aids, educational aids, and state collected taxes, the areawide agencies and local units of government can also make use of other revenue sources such as borrowing, special taxes and assessments, state and federal grants, and gifts for the execution of recommended library plan elements. Various types of technical assistance useful in plan implementation are also available from county, state, and federal agencies.

Chapter XI

SUMMARY AND CONCLUSIONS

INTRODUCTION

The regional library planning program is the first comprehensive planning program undertaken by the Southeastern Wisconsin Regional Planning Commission to deal directly with community facilities on a regional scale. The Commission in November 1966 was asked by the Southeastern Wisconsin Regional Library Conference to evaluate the level of existing library facilities and services, to estimate future demand for such facilities and services in the seven-county Region, and to prepare a library facilities and services plan for the Region.

In accordance with adopted policy, the Commission subsequently appointed a Technical Advisory Committee on Regional Library Planning to assist in preparing a prospectus for development of such a plan. The Prospectus was adopted by the Commission in June 1968, and work on the study began one month later.

The Prospectus identified several factors which contributed to the need for an areawide library plan, including rapid increases in the use of library facilities and services, in the types and quantities of library materials, and in the demand for a wider variety of library services; rapidly changing library service areas; the impact of rapidly changing technology on library facilities and services; aging of existing library facilities; shortage of qualified staff; rising costs of library facilities and services; and lack of regionwide interlibrary cooperation.

The primary objective of the regional library planning program is development of a plan that will stimulate and guide action to resolve some of the major problems facing library boards and administrators in the Region. It is generally intended as a guide for development of library facilities, for provision of library services by all of the agencies responsible at the federal, state, and local levels, and for more effective and efficient library administration on an areawide basis.

INVENTORIES OF EXISTING LIBRARY FACILITIES, SERVICES, AND USE

Under the regional library system planning program, inventories were conducted in 1969 of public libraries as well as libraries in elementary and secondary schools, higher educational institutions, government agencies, major commercial and industrial establishments, and churches.

The inventories indicated that there were 65 public libraries housed in permanent structures in the Region in 1969, of which 45 were considered main libraries and 20 were considered branch libraries which complemented the main libraries in the Cities of Kenosha, Milwaukee, Racine, Wauwatosa, and West Allis. In addition to the 65 libraries, a total of 11 mobile library units were operated by the Cities of Kenosha, Milwaukee, Racine, and West Allis. The oldest structures housing a library in the Region are the three housing the Oconomowoc Public Library, which were originally built as adjoining retail stores in 1849. The newest facilities were the Big Bend and West Bend Public Libraries and the Tippecanoe Neighborhood Library of the Milwaukee Public Library, which were built in 1969.

The number of square feet of space per library ranged from 345 in the Slinger Public Library to 340,900 in the Milwaukee Central Library. The number of persons providing library services ranged from one-full time equivalent employee at the Slinger Public Library to 243 full-time equivalent employees in the Milwaukee Central Library, excluding maintenance personnel. The number of hours libraries were open to the public ranged from three hours per week at the Darien Public Library to 77 hours per week at the Gilbert M. Simmons Library in the City of Kenosha. Of the 3.5 million books housed in the public libraries in the Region, totals at individual libraries ranged from 2,017 volumes at the Waterford Public Library to 1,988,954 in the Milwaukee Public Library. About 60 percent of the trips to public libraries were made by private car, 32 percent were made on foot, and 8 percent by some other vehicular means.

An evaluation of service area data showed that 81 percent of the population lives within a primary service area of at least one library, and 91 percent lives within a legal service area of the library or has access to one or more public libraries through contract services. The primary service areas closely correspond to the boundaries of the civil divisions which contain the individual library, while the legal service areas include the county, city, village, or town for which a public library has a legal contract agreement to provide library services. Residents of five municipalities—the Village and Town of Fredonia in Ozaukee County, the Towns of Erin and Jackson in Washington County, and the Town of Salem in Kenosha County—were without legal access to a public library in 1969. At the time of the inventory, the only county library system in the Region was the Walworth County Library Service, a federated system with headquarters at the Lake Geneva Public Library.

At the time of the inventory, there were also 822 institutional and special libraries in the Region, including 430 libraries in public schools and 231 in nonpublic schools; 69 libraries in convents and seminaries not associated with colleges and in hospitals, government agencies, and private organizations; 33 industrial and business libraries; 19 church libraries; and 40 libraries in two- and four-year colleges or universities, technical schools, seminaries, and graduate colleges and universities.

REVENUES AND EXPENDITURES FOR LIBRARY PURPOSES

The 1969 surveys conducted under the regional library planning program indicated that more than $14 million was expended for library purposes within the Region. This includes expenditures for all types of libraries for all purposes, including materials, salaries, and other operating expenses, as well as funds paid by those communities which purchase library services for their residents from neighboring libraries.

Of the total annual expenditures reported, $7.1 million, or 51 percent, was expended by public libraries; $3 million, or 21 percent, by school libraries; $3.4 million, or 24 percent, by higher educational institution libraries; and $0.5 million, or 4 percent, by special libraries.

Recent reports on library expenditures, as published in the Wisconsin Public Library Service Record, indicate that expenditures for public libraries have continued to increase within southeastern Wisconsin. Between 1966 and 1969, expenditures increased 32 percent, and between 1969 and 1972, they increased another 46 percent. Between 1969 and 1972, expenditures for library services, not including capital expenditures, increased from $7.1 million to $10.4 million.

Money for operation of the libraries in the Region came from various private and public sources. The public libraries receive their financial support primarily from the local property tax. All of the 47 community public libraries in the Region in April 1969 were supported to some extent by the local unit of government for the geographic area in which the library was located. Additional support is provided by adjacent municipalities for public libraries located in 16 cities and villages. Income was also derived from grants, contract fees, endowments, gifts, and other miscellaneous sources. A total of nearly $7.8 million was recorded as income by public libraries in the Region in 1969, with local appropriations providing almost 90 percent of the total.

Of the 661 libraries operated by primary and secondary schools in the Region, 272 provided requested financial information. These 272 schools reported expenditures of $3 million for school library purposes in the 1968-69 school year, and served over 185,000 students, or about half of those students who attended schools with library facilities that year.

A total of 15 institutions of higher education reported spending over $3.4 million for library purposes during the 1968-69 school year, including $1.5 million for library materials, $1.7 million for salaries, and $220,000 for other operating costs. Of the 121 special libraries within the Region, 78 responded and reported expenditures of about $488,000 for library purposes during 1968.

DEVELOPMENT OBJECTIVES

The task of formulating objectives and standards to be used in plan design and evaluation is a difficult but necessary part of the planning process. In its planning efforts to date, the Regional Planning Commission has adopted nine general regional development objectives. Within the broad framework established by these objectives, a secondary set of more specific regional development objectives can be postulated which relate directly to various functional plan elements, such as a regional library facilities and services plan, and which can be at least crudely quantified.

Two new development objectives, together with supporting principles and standards, were formulated under the regional library system planning program. These are:

1. The provision of a full range of library services to meet the social, educational, informational, and recreational needs of the residents of the Region.

2. The location and design of library facilities to assure the efficient as well as effective provision of library services to all residents of the Region.

Standards relating to the availability of library facilities and services, the provision of library services, collections of library materials, and the number of library personnel were formulated under the study. These standards provide both qualitative and quantitative criteria directly related to achieving the development objectives.

ANTICIPATED GROWTH AND CHANGE

In the preparation of a comprehensive library facilities and services plan for the Region, forecasts of future population and economic activity levels must be made. These forecasts can then be converted to future demand for physical resources as delineated in the regional land use plan, and the comprehensive regional library plan prepared to meet the forecast demands. Comprehensive regional plan data, therefore, served as the framework within which the library facilities and services plan was developed.

Commission forecasts indicate that the population of the Region is expected to reach 2,261,000 persons by 1990, an increase of about 505,000 persons over the 1970 level, while employment in the Region is expected to reach about 946,000 jobs by 1990, an increase of more than 204,000 jobs over the 1970 level. Incomes of residents of the Region are also forecast to increase by 1990, with the aggregate personal income expected to reach about $8.1 billion in real dollars. This anticipated growth in population, employment, and income is expected to be accompanied by an increase in the amount of land converted from rural to urban use. Using 1970 as the base year and 1963 to 1970 as a guide, it is expected that 129,396 additional acres of land will be required for new urban development by 1990. Approximately 59 percent of this additional acreage will be required for new homes, apartments, and other living quarters, and smaller proportions will be needed for streets and highways as well as for commercial, industrial, governmental, institutional, and recreational activities.

Although the forecast population increase in the Region was a primary factor in determining the provision of public libraries for the next 20 years, several other factors were considered. One was the potential for increased leisure time, which could significantly add to the amount of public library use. The forecast increase in the number of persons of retirement age could also result in a large number of daily library users if daytime library programs to serve this group are established and if the facilities providing access to such library services are made available. Continued increases in educational attainment levels may potentially affect public library use, since there is a strong correlation between the amount of library use and the student status of the largest number of public library users. The continuing technology and information expansion is also expected to place more public demand on all library services and upon libraries to keep up with that demand.

ALTERNATIVE PLANS

Each of the four alternative plans considered included the same physical facilities plan but separate administrative system plans. Once the physical distribution of the planned facilities is made, the operation and maintenance, provision of adequate book and other material stock, and provision of special services become an administrative problem. How best to provide adequate library facilities and services within an urbanizing region, therefore, became the problem to which the alternative plans were addressed, and the plans became alternative administrative plans rather than physical facility plans.

The application of library service standards based on the existing 1969 population and the updated 1990 forecast population indicated the need for a maximum of 33 additional libraries to serve about 25,000 persons per library by 1990, in addition to the 65 existing public main and branch libraries in the Region in April 1969. A net total of three libraries were opened between April 1969 and January 1974, thereby reducing to 30 the number of additional libraries needed by 1990.

The four alternative administrative library system plans were formulated in an attempt to improve accessibility to library facilities and services. At the present time, persons living in certain areas of the Region do not have legal access to public library services, even though large library collections are housed within close proximity to this population. Another major consideration in the development of the alternative plans was recent Wisconsin legislation relating to public libraries and aids to public library systems. The law sets minimum population requirements for counties wishing to establish single-county library systems and be eligible to qualify for state aid for such systems. Three counties in the Region currently do not meet these population requirements nor are they forecast to meet them in the near future.

The four alternatives considered involved single-county and multicounty library organization. The first alternative proposed development of seven single-county library organizations, with each county organization designating a central resource library to coordinate and handle certain library functions. The second, third, and fourth alternatives involved multicounty library organization. The second alternative includes Milwaukee, Waukesha, Washington, and Ozaukee Counties in a four-county system, with the Milwaukee Public Library as the headquarters library; Racine and Walworth Counties in a two-county system, with the Racine Public Library as the headquarters library; and Kenosha County in a one-county system, with the intent of establishing a strong commitment for local library development and cooperation between the Gilbert M. Simmons Library in the City of Kenosha and the communities in the western portion of the county, which are currently without public library service.

The third alternative groups Milwaukee, Ozaukee, Washington, and Waukesha Counties into one system, with the Milwaukee Public Library as the system headquarters library; and Kenosha, Racine, and Walworth Counties into a second system, with the Racine Public Library as the headquarters library. The fourth alternative proposes a single, seven-county system, with the Milwaukee Public Library as the headquarters library. Individual library boards would continue to maintain control over their library budgets and facilities, but the existence of the single, areawide system would provide member libraries with access to all materials housed in other public libraries in the system, as well as to special collections in other libraries in the Region through contractual agreements.

RECOMMENDED PLAN

The public library facilities and services recommended in the plan include increases in the number of public library facilities, library books and other materials, and library personnel to meet the needs of the forecast 1990 population of 2,261,100 persons. The plan recommends a maximum of 100 permanent public library facilities by 1990, including 30 new additional libraries and 15 replacement facilities. New additional libraries are recommended in Kenosha, Milwaukee, Racine, and Waukesha Counties, while one or more replacement facilities are recommended in each of the seven counties. The plan did not envision new construction of any public library facilities before 1975. The plan also recommends the purchase of nine additional mobile library units and six replacement units for use throughout the Region during the 1972 to 1990 plan period.

The number and type of library materials available would be increased to meet deficiencies in existing stock and to meet the needs of the forecast population, according to the plan. A total of 2,979,874 additional book volumes are recommended to be acquired by 1990 to meet the selected standard of two to four books per capita or an average of three volumes per capita. With respect to library personnel, the plan recommends a total of 1,131 staff in public libraries in the Region, or the addition of 349 persons, by 1990, including 89 professional staff members and 260 other personnel such as clerks, pages, and maintenance personnel.

The administrative system recommended in the plan is a single, seven-county public library system, to be fully operating by 1990. This system would provide all residents of the Region with access to library materials and services through the use of a uniform library card. The Milwaukee Public Library would be the system headquarters library, with special resource libraries located in each of the other six counties having direct communication and service links to the headquarters library.

The recommended system would be a federated system, that is, each library board would maintain local autonomy while participating in a regional exchange of information and materials. The regional system would be governed by a regional library system board, comprised of representatives from throughout the Region. This board would also arrange for the exchange of materials and services between and among all member public libraries throughout the system area, and would establish minimum standards for each member library with respect to maintenance of materials and staff. The plan will also enable each county as a part of an approved system to be eligible for available state aids for public library operation.

The plan as recommended is an 18-year staged plan for the organization, implementation, operation, and continued review of a regional library system for southeastern Wisconsin. Specific steps are recommended to be taken during the periods 1972 to 1975, 1976 to 1980, 1981 to 1985, and 1986 to 1990.

The first phase would be primarily organizational in scope. It is recommended that the library facilities and services plan be approved during this period, and that a regional library system board be established, as appointed by the respective county boards, to include representatives from each of the seven counties in the system area. During this phase it is recommended that the Milwaukee Public Library be designated as the system headquarters library, and that certain public libraries be designated as special resource libraries to be the system representatives for their respective areas.

The second phase would involve establishment and strengthening of system services. Member libraries would be organized under the system, and the system board and local library boards would determine services to be provided by the system or by the local libraries. Development of a uniform library card, interlibrary loans for circulation of materials among libraries, and expansion of bookmobile service are also recommended during this period.

The third phase would include review of service demands and facility construction programs; establishment of a books-by-mail service; initiation of contracts with special, academic, and school libraries; and expansion of the microform items within the system collection and development of a method for their dispersal to member libraries.

The final phase would include a complete review of the system, with the initiation of additional research programs to make the system more efficient. This phase also calls for installation of computers in the special resource libraries for interregional transmission of feasible data; the circulation of specialty library programs such as art shows, lectures, and informational programs; and the centralized ordering and processing of those library items deemed feasible by the system board and the member libraries.

COST ANALYSIS

An analysis of the projected costs for library facilities, services, and personnel to meet the needs of the anticipated 1990 population in the Region indicates that the 1990 per capita costs for these items may actually be less than the actual per capita cost in 1972. It is expected that the average annual per capita cost over the plan period, based on 1973 dollars, for providing additional public libraries, maintaining existing facilities, providing book volumes to meet the standard of three volumes per capita, providing other library materials, replacing worn out or damaged materials, and providing adequate personnel will be about $5.13 per capita per year, compared to $6.14 per capita paid in 1972.

The total projected cost of library facilities, materials, and personnel over the 1972 to 1990 period is $184,161,144. This includes $11,537,870 for amortization of additional, replacement, or relocated libraries and for mobile library units; $19,134,176 for maintenance of existing facilities; $17,879,244 for additional book volumes; $4,013,550 for additional other library materials; $5,716,872 for book and other materials replacement; and $125,879,432 for personnel, the largest single cost category. Under the plan, the cost of the permanent facilities would be amortized over a 20-year period, with construction extending over the 1975 to 1990 period, thereby extending the amortization period to 35 years, or to the year 2010. The total cost of the permanent facilities, therefore, is $25,450,000, with $11.5 million of this total scheduled to be paid by 1990.

The average per capita cost per year over the plan period includes $3.45 per capita per year for personnel, 95 cents per capita per year for additional permanent and mobile library facilities and maintenance of existing library facilities, and 73 cents per capita per year for additional books and other library materials and for replacing worn out or damaged books. It should be noted that any delay in adopting and implementing the plan could be expected to result in higher costs than those set forth in the recommended plan.

Various sources of income are available to assist local library boards in offsetting these expenditures for library facilities and services, including local and county appropriations, income from interlibrary contracts, endowments and gifts, grants-in-aid, loans, and other sources. In addition to these local sources of income, state aids can now be made available to any approved public library system for operation of that system or libraries within that system based on an established formula for distribution of these funds.

IMPLEMENTATION

The most important agencies in the implementation of the recommended library facilities and services plan are the general-purpose local units of government such as common councils and town and village boards as well as county boards of supervisors; special-purpose boards such as library boards; and state regulatory bodies such as the Wisconsin Department of Public Instruction.

At the local level, local library boards should study the plan and the role their respective libraries can take in its implementation. The cooperation of local library boards is essential to ensure the development of the library plan. It is recommended that these library boards formally adopt the plan, including the individual facility, staffing, and materials elements as well as the administrative system element, after careful study and review. Each county board should appoint a county library committee to study the role of the libraries within its respective county, and to make recommendations to the county board of supervisors regarding library facilities and services. It is recommended that the seven county boards formally adopt the plan after a report and recommendation by the county library committees.

At the areawide level, the plan recommends that a library system board be appointed to provide the focus for coordination of all levels of government in the implementation of the recommended library facilities and services plan. The Regional Planning Commission, although not itself a plan implementation agency, may also be involved in plan implementation through its community assistance services and the review of grant-in-aid proposals.

The Wisconsin Department of Public Instruction, Division for Library Services, is the only agency at the state level with specific library planning authority and certain plan implementation powers important to the adoption and implementation of the recommended plan. It is recommended that the Department of Public Instruction, Division for Library Services, formally endorse the recommended library plan and integrate the recommended plan elements into its range of agency responsibilities, as well as assist in coordinating plan implementation activities over the plan period. It is further recommended that the Division staff coordinate development of the recommended library plan elements with the special activities relating to library cooperation. It is also the Division's responsibility to review the development of system plans within the state and to administer the state aids to the various systems through the designated library system board.

Areawide agencies and local units of government can make use of various revenue sources in plan implementation. In addition to current revenue sources such as property taxes, fees, fines, public utility earnings, highway aids, educational aids, and state collected taxes, other revenue sources such as borrowing, special taxes and assessments, state and federal grants, and gifts are available.

CONCLUSION

The regional library facilities and services plan for southeastern Wisconsin is the first of the comprehensive planning programs undertaken by the Regional Planning Commission to deal directly with community facilities on a regional scale. As such, it is an important part of the evolving comprehensive plan for the physical development of the Region.

The plan has been endorsed by a committee comprised of knowledgeable and experienced librarians. The alternative library system plans were the subject of a series of 11 public informational meetings, with at least one such meeting held in each of the seven counties. The plan provides a fiscally sound, coordinated guide for the provision of library services on a regionwide basis. The plan improves upon the traditional method of providing library services, which is the use of interlibrary contracts, by recommending the establishment of a single, seven-county public library system with one headquarters library. The recommended plan allows each county to become part of a system and to become eligible for available state aids for operation of the system or public libraries within the system without loss of local autonomy in the administration and operation of local public libraries. This regional system approach provides access to all public libraries in the Region through the use of a uniform library card.

The regional library facilities and services plan includes definitive recommendations for additional permanent public libraries and mobile library units, books and other materials, and personnel to meet the library needs of the anticipated 1990 population, and details the projected per capita cost per year to provide these facilities and services. Based on projected costs and population totals, the total per capita cost per year should be less than the 1972 total per capita cost for library facilities, materials, and staff.

The recommended plan should provide a sound basis for future public capital investment in library facilities, materials, and personnel. Implementation of the plan would, for the first time, make library facilities and services equally available and readily accessible to all residents of the Region, and represents the most cost effective way, based upon analysis of the alternative administrative system plans, to provide these facilities and services. Implementation of the plan should also ensure the most effective use of public monies which will have to be expended for public library facilities and services over the next two to three decades.

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APPENDICES

Appendix A

TECHNICAL ADVISORY COMMITTEE ON REGIONAL LIBRARY PLANNING

Nolan Neds, Chairman	Superintendent of Neighborhood Libraries and Extension Services, City of Milwaukee Public Library System
George E. Earley, Vice-Chairman	Director, Gilbert M. Simmons Public Library, Kenosha
Richard Crane	Librarian, Maude Shunk Public Library, Menomonee Falls
Miss Sally Davis	Director, Oconomowoc School Libraries, Oconomowoc
Miss Fern Federman	Director, Shorewood Public Library, Shorewood
Miss Araxie Kalvonjian	Librarian, Kenosha Technical Institute, Kenosha
Miss Marion Langdell	Former Head Librarian, Cudahy Public Library, Cudahy
Mrs. Grace A. Lofgren	Director, Burlington Public Library, Burlington
Edward W. Lynch	Librarian, Waukesha Public Library, Waukesha
Miss Josephine M. Machus	Director, Oconomowoc Public Library, Oconomowoc
Forrest L. Mills	City Librarian, Racine Public Library, Racine
Mrs. Marianne Molleson	Librarian, Cudahy Public Library, Cudahy
William Moritz	Associate Director, University of Wisconsin-Milwaukee Library, Milwaukee
Miss Dorothy Naughton	Librarian, Walworth County Library Service
Miss Ione Nelson	Coordinator of Field Services, Wisconsin Division for Library Services, Madison
Mrs. Helen Pelzmann	Librarian, West Allis Public Library, West Allis
Miss Esther Regli	City Librarian, Wauwatosa Public Library, Wauwatosa
John C. Reid	Librarian, West Bend Community Memorial Library, West Bend
Ned Wetmore	Planning Analyst, Bureau of State Planning, Wisconsin Department of Administration, Madison

Appendix B

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SURVEY QUESTIONNAIRES FOR PUBLIC, ELEMENTARY AND SECONDARY, HIGHER EDUCATIONAL INSTITUTION, AND SPECIAL LIBRARIES IN THE REGION

PUBLIC LIBRARY QUESTIONNAIRES

LIBRARY USER QUESTIONNAIRE

As part of an effort to improve library service in southeastern Wisconsin, this survey is being conducted by the Wisconsin Division for Library Services and the Southeastern Wisconsin Regional Planning Commission in cooperation with this library.

INSTRUCTIONS

Just before you LEAVE the library, please take a few minutes to answer the following questions. To help us understand the use which is made of the library services and facilities, it is important that everyone fill out a questionnaire. If you need any assistance, ask a member of the survey staff.

Please help us by turning in the completed questionnaire to the survey staff member stationed near the exit.

THE INFORMATION YOU GIVE US WILL BE KEPT CONFIDENTIAL AND WILL BE USED FOR PLANNING PURPOSES ONLY.

1. Have you previously completed a copy of this questionnaire this week at THIS library?

   a) ☐ Yes b) ☐ No

   If YES, how many times? _____

2. Your address:
   Street Number and Name _____
   Name of City or Village _____
   OR
   Name of Town _____

3. What was the main means of transportation you used to come to this library today?

   a) ☐ Automobile c) ☐ Walking
   b) ☐ Bus d) ☐ Other (Please specify) _____

4. When you came to this library today, did you come directly from:

   a) ☐ Home f) ☐ Shopping
   b) ☐ Work g) ☐ Personal business
   c) ☐ School h) ☐ Social or recreational

5. Immediately after leaving this library today, do you plan to go:

   a) ☐ Home f) ☐ Shopping
   b) ☐ Work g) ☐ Personal business
   c) ☐ School h) ☐ Social or recreational

6. How did you use this library today? (You may mark more than one answer.)

   a) ☐ Used library material, such as microfilm, books, magazines, etc., IN THE LIBRARY
   b) ☐ Studied using your own material
   c) ☐ Looked for material but could not find what you wanted
   d) ☐ Asked librarian to look up information you needed
   e) ☐ Borrowed library material
   f) ☐ Returned (for) material
   g) ☐ Came with someone or helped someone use the library
   h) ☐ Attended a special function, such as a film, story hour, garden club, or investment club (Please specify) _____
   i) ☐ Other (Please specify) _____

7. What library material did you use IN THE LIBRARY today but did not borrow from the library?

   a) ☐ Newspapers, magazines
   b) ☐ Reference material which CANNOT be borrowed
   c) ☐ Material which CAN be borrowed
   d) ☐ Audio-visual material, such as records and microfilm
   e) ☐ Other (Please specify) _____
   f) ☐ None

IF YOU CAME TO THE LIBRARY ONLY TO RETURN MATERIAL, OR CAME WITH SOMEONE BUT DID NOT USE THE LIBRARY YOURSELF, GO TO QUESTION 13.

8. In connection with which of the following did you use this library today? (You may mark more than one)

   a) ☐ For your work
   b) ☐ For school assignments
   c) ☐ For furthering personal knowledge
   d) ☐ For a hobby (for example, coin collecting, dog training, woodworking)
   e) ☐ For pleasure reading or listening enjoyment
   f) ☐ For keeping up with the news
   g) ☐ Other (Please specify) _____

9. Have you tried to find the material or information you were looking for today at any OTHER library?

   a) ☐ Yes, some or all of the material or information (Answer 9A)
   b) ☐ No (Go to question 10)

9A. In what library(ies) were you looking, and why were you not satisfied with the results of your search (i.e. material at the other library(ies))? (You may mark more than one.)

Name of library(ies): _____

   a) ☐ It appeared the material was checked out
   b) ☐ It appeared the library did not have the material or information
   c) ☐ Material outdated
   d) ☐ Material too simple
   e) ☐ Material too hard
   f) ☐ Other reasons (Please specify) _____

10. Were you satisfied with the results of your search for material or information at THIS library today?

   a) ☐ Satisfied (Go to question 11)
   b) ☐ Partially satisfied (Answer 10A and 10B)
   c) ☐ Unsatisfied (Answer 10A and 10B)

10A. If you were partially satisfied or unsatisfied, please indicate the reason or reasons for your dissatisfaction. (You may mark more than one.)

   a) ☐ It appeared the material was checked out
   b) ☐ It appeared the material or information was not a part of the library collection
   c) ☐ Material outdated
   d) ☐ Material too simple
   e) ☐ Material too hard
   f) ☐ Other reasons (Please specify) _____

10B. If you did not find all of the library material or information you were looking for today, will you continue looking for it? (You may mark more than one.)

   a) ☐ By going to another library
   b) ☐ By looking in this library over
   c) ☐ By putting your name on reserve list for the material or using interlibrary loan
   d) ☐ Not important enough to continue looking for it
   e) ☐ Too late to get information elsewhere
   f) ☐ Can't think of any other places to look
   g) ☐ Other (Please specify) _____

11. Did you ask a member of the library staff for help or information today? (You may mark more than one.)

   a) ☐ Yes, to locate certain materials or facilities
   b) ☐ Yes, to use library material or equipment
   c) ☐ Yes, to obtain professional aid in finding special information
   d) ☐ Yes, to obtain a library card or to conduct other library business
   e) ☐ No, staff too busy or not present (Go to question 13)
   f) ☐ No need to ask for help or information (Go to question 13)

12. If you asked for help or information today, were you satisfied with the help you received?

   a) ☐ Satisfied (Go to question 13)
   b) ☐ Partially satisfied (Answer 12A)
   c) ☐ Unsatisfied (Answer 12A)

12A. If you were partially satisfied or unsatisfied with the help or information you received today, please mark the reason or reasons for your dissatisfaction. (You may mark more than one.)

   a) ☐ Information not available in the library
   b) ☐ Had to wait too long to ask for help from library staff
   c) ☐ Staff not very helpful
   d) ☐ Staff unfriendly
   e) ☐ Other reasons (Please specify) _____

13. How would you rate this library for each of the following ten characteristics?

	GOOD	FAIR	POOR
a) Location of the library, including distance from home, one-way streets, busy intersections near library, etc.			
b) The appearance of the outside of the building and the grounds			
c) Parking availability			
d) The appearance of the inside of the library			
e) Location of material in library			
f) Amount of books and materials to meet your needs			
g) Ability of library staff to provide library services			
h) Procedure for check-out and return of materials			
i) Library hours			
j) Control of noise in the library			

14. Complete ONE of the statements below to indicate, on the average, how often you use this library.

   a) ___ times per week (Example 2 times.)
   b) ___ times per month (Example 1 time.)
   c) ___ times per year (Example 4 times.)

15. Do you have any comments about the services provided by this library?

_____

_____

16. Do you have a library card for this library?

   a) ☐ Yes b) ☐ No

17. Do you have a library card or special permit for any other library(ies) including public and institutional libraries?

   a) ☐ Yes (Please list the libraries.) _____
   b) ☐ No

18. How often do you read any part of the following types of material whether you get it from a library or not? (Please check the column which best fit your reply.)

TYPE OF MATERIAL	DAILY	WEEKLY	MONTHLY	NOT VERY OFTEN
a) Newspapers				
b) Magazines				
c) Books				

19. Approximately what percentage of the materials that you read come from the public library?

BOOKS

   a) ☐ Less than 25 percent c) ☐ 50 to 75 percent
   b) ☐ 25 to 50 percent d) ☐ Over 75 percent

NEWSPAPERS, MAGAZINES, JOURNALS

   a) ☐ Less than 25 percent c) ☐ 50 to 75 percent
   b) ☐ 25 to 50 percent d) ☐ Over 75 percent

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20. Please indicate your age group.

a) ☐ 13-14 years
b) ☐ 15-19 years
c) ☐ 20-24 years
d) ☐ 25-34 years
e) ☐ 35-44 years
f) ☐ 45-64 years
g) ☐ 65 years and over

21. Please indicate your sex.

a) ☐ Male
b) ☐ Female

22. What is your specific occupation? (If housewife, student, or retired, please so indicate)

23. Are you enrolled in any classes in an elementary or high school, institute, college or university?

a) ☐ Full-time
☐ Part-time student at _____
(Name of school, institute, college, or university)
b) ☐ No

24. Please indicate the highest level of education you have completed.

a) ☐ None or all elementary grades--1st-8th grade
b) ☐ Some high school--9th-12th grade
c) ☐ High school diploma
d) ☐ Some college or institute credits
e) ☐ Institute degree or certificate
f) ☐ Four-year college degree
g) ☐ Some graduate work or graduate degree

25. Please indicate the level of your family income.

a) ☐ Under $3,000
b) ☐ $3,000 to $4,999
c) ☐ $5,000 to $6,999
d) ☐ $7,000 to $9,999
e) ☐ $10,000 to $14,999
f) ☐ $15,000 to $24,999
g) ☐ $25,000 and over

LIBRARY USER QUESTIONNAIRE

INSTRUCTIONS

Please answer all of the questions on these two pages. For some of the questions, you will fill in the blank space. For other questions you will put an X in the box ☒ beside the right answer. You do not need to put your name on the paper. If you have any questions, please ask for help from the person who is handing out these questions. Do NOT ask the librarians.

Please give this paper to the person at the desk near the door when you leave the library. Thank you for helping.

1. I live at:

House number and Street Name

City

2. I am ___ years old.

3. Do you go to school?

a) ☐ Yes, I am in the ___ grade at _____ school.
Name of school
b) ☐ No

4. I am a:

a) ☐ boy
b) ☐ girl

5. I came to the library today by:

a) ☐ car
b) ☐ bus
c) ☐ walking
d) ☐ bike
e) ☐ some other way

6. I came to the library today from:

a) ☐ home
b) ☐ school
c) ☐ someplace besides home or school

When I leave the library today, I am going

a) ☐ home
b) ☐ to school
c) ☐ someplace besides home or school

7. I came to this library today (You may check more than one answer):

a) ☐ to get some books to take home with me.
b) ☐ to look some books or magazines in this library.
c) ☐ to bring books back to the library.
d) ☐ to come with someone else but I did not use this library.
e) ☐ to attend a story hour, a film, a club meeting, or some other kind of meeting.

8. Did you find what you were looking for in this library today?

a) ☐ Yes, everything
b) ☐ Only some of the things
c) ☐ No

9. Did you try to find the books or magazines that you looked for today in your school library?

a) ☐ No, because my school does not have a library.
b) ☐ No, I did not look in my school library.
c) ☐ Yes, I looked in my school library but I could not find everything I wanted.

10. I get most of the books that I use with my school work from:

a) ☐ my school library.
b) ☐ this library.

11. I get most of the books that I read for fun from:

a) ☐ my school library.
b) ☐ this library.

12. I come to this library (Check only one):

a) ☐ once a week or more often.
b) ☐ about once every two weeks.
c) ☐ about once a month.
d) ☐ several times a year.

13. Do you have a library card for this library?

a) ☐ Yes
b) ☐ No

GROUP LIBRARY USER QUESTIONNAIRE

As part of an effort to improve library service in southeastern Wisconsin, this survey is being conducted by the Wisconsin Division for Library Services and the Southeastern Wisconsin Regional Planning Commission in cooperation with this library.

INSTRUCTIONS

Just before the group LEAVES the library, please take a few minutes and have one of the group's members answer the following questions. To help us understand the use which is made of the library services and facilities, it is important that we know something about your group. As you will note, the questions pertain to the group and not to individuals. If you need any assistance, ask a member of the survey staff.

Please help us by turning in the completed questionnaire to the survey staff member stationed near the exit.

THE INFORMATION YOU GIVE US WILL BE KEPT CONFIDENTIAL AND WILL BE USED FOR PLANNING PURPOSES ONLY.

1. Name of your group. _____

2. In what city or area is this group located? _____

3. What is the general age range of the group visiting the library today?

_____

4. What means of transportation did the members of the group use to get to the library?

a) ☐ Automobile(s)
b) ☐ Bus
c) ☐ Walked
d) ☐ Other (Please specify) _____

5. What was the purpose of the group's visit to the library?

a) ☐ For library orientation
b) ☐ To tour new library building or addition
c) ☐ To view gift given to library by group
d) ☐ To view a special collection of paintings, books, artifacts, etc.
e) ☐ To attend book talks, book reviews, discussions, films, etc.
f) ☐ To use the community room for the group's meeting place
g) ☐ Other (Please specify) _____

6. What is the approximate size of the group? _____

NAME OF LIBRARY _____
MOBILE UNIT _____
STOP ADDRESS _____

MOBILE LIBRARY USER QUESTIONNAIRE

As part of an effort to improve library service in southeastern Wisconsin, this survey is being conducted by the Wisconsin Division for Library Services and the Southeastern Wisconsin Regional Planning Commission in cooperation with this library.

INSTRUCTIONS

Just before you LEAVE the library, please take a few minutes to answer the following questions. To help us understand the use which is made of the library services and facilities, it is important that everyone fill out a questionnaire. If you need any assistance, ask a member of the survey staff.

Please help us by turning in the completed questionnaire to the survey staff member stationed near the exit.

THE INFORMATION YOU GIVE US WILL BE KEPT CONFIDENTIAL AND WILL BE USED FOR PLANNING PURPOSES ONLY.

1. Have you previously completed a copy of this questionnaire this week at ANY OTHER public library, including other mobile library units?

a) ☐ Yes
b) ☐ No

If YES, please list the libraries. _____

2. Your address:
Street Number and Name _____

Name of City or Village _____
OR
Name of Town _____

3. When you came to this library today, did you come directly from:

a) ☐ Home
b) ☐ Work
c) ☐ School
d) ☐ Shopping
e) ☐ Personal business
f) ☐ Social or recreational

4. Immediately after leaving this library today, do you plan to go:

a) ☐ Home
b) ☐ Work
c) ☐ School
d) ☐ Shopping
e) ☐ Personal business
f) ☐ Social or recreational

5. Were you satisfied with the results of your search for materials at this mobile library unit today?

a) ☐ Satisfied (If you checked this go to question 7)
b) ☐ Partially satisfied
c) ☐ Unsatisfied

6. If you were partially satisfied or unsatisfied, please indicate the reason or reasons for your dissatisfaction.

a) ☐ Material not in the mobile library unit
b) ☐ Not a wide enough choice of selections
c) ☐ Other (Please specify) _____

7. Do you have any comments about the service provided by this library?

_____
_____
_____
_____

8. Complete ONE of the statements below to indicate, on the average, how often you use this mobile library unit:

a) ____ times per month (Example: ½ time)
b) ____ times per year (Example: ¼ time)

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1. How often do you read any part of the following types of material whether you get it from a library or not? Please check the columns which best fit your replies.

TYPE OF MATERIAL	DAILY	WEEKLY	MONTHLY	NOT VERY OFTEN
a) Newspapers				
b) Magazines				
c) Books				

2. Approximately what percentage of the materials that you read come from the public library including the mobile library?

BOOKS

a) ☐ Less than 25 percent
b) ☐ 25 to 50 percent
c) ☐ 50 to 75 percent
d) ☐ Over 75 percent

NEWSPAPERS, MAGAZINES, JOURNALS

a) ☐ Less than 25 percent
b) ☐ 25 to 50 percent
c) ☐ 50 to 75 percent
d) ☐ Over 75 percent

3. Approximately what percentage of the library BOOKS that you read comes from a mobile library unit?

a) ☐ Less than 25 percent
b) ☐ 25 to 50 percent
c) ☐ 50 to 75 percent
d) ☐ Over 75 percent

4. Do you have a library card or special permit for ANY other library(ies), including public and institutional libraries?

a) ☐ Yes (Please list the libraries): _____
b) ☐ No

5. Please indicate your age group.

a) ☐ 13-14 years
b) ☐ 15-19 years
c) ☐ 20-24 years
d) ☐ 25-34 years
e) ☐ 35-44 years
f) ☐ 45-54 years
g) ☐ 55 years and over

6. Please indicate your sex.

a) ☐ Male
b) ☐ Female

7. What is your specific occupation? (If housewife, student, or retired, please so indicate)

_____

8. Are you employed or are you known as an elementary or high school, institute, college, or university?

a) ☐ Full-time
Part-time student at: _____ (Name of school, institute, college or university)
b) ☐ No

9. Please indicate the highest level of education you have completed.

a) ☐ None or some elementary grades (1st-6th grade)
b) ☐ Some high school (7th-11th grade)
c) ☐ High school diploma
d) ☐ Some college (1-3 full years)
e) ☐ Institute degree or certificate
f) ☐ Four-year college degree
g) ☐ Some graduate work or graduate degree

10. Please indicate the level of your family income.

a) ☐ Under $3,000
b) ☐ $3,000 to $4,999
c) ☐ $5,000 to $6,999
d) ☐ $7,000 to $9,999
e) ☐ $10,000 to $14,999
f) ☐ $15,000 to $24,999
g) ☐ $25,000 and over

NAME OF LIBRARY _____
MOBILE UNIT _____
STOP ADDRESS _____

MOBILE LIBRARY USER QUESTIONNAIRE

INSTRUCTIONS

1. Answer all of the questions on this page. For some of the questions, you will fill in the blank space. For other questions you will put an X in the box ☐ beside the right answer. You do not need to put your name on the paper. If you have any questions, please ask for help from the person near the door who is handing out these questions.

Please give this paper to the person at the desk when you leave the mobile unit. Thank you for helping.

1. I live at: _____ (House number and Street name)
_____ (City)

2. I am _____ years old.

3. Do you go to school?

a) ☐ Yes, I am in the _____ grade at _____ (Name of school)
b) ☐ No

4. I am a

a) ☐ boy
b) ☐ girl

5. I came to the bookmobile today from:

a) ☐ home
b) ☐ school
c) ☐ someplace besides home or school

6. When I leave the bookmobile today, I am going:

a) ☐ home
b) ☐ to school
c) ☐ someplace besides home or to school

7. I get most of the books that I use with my school work from:

a) ☐ my school library
b) ☐ this library

8. I get most of the books that I read for fun from:

a) ☐ my school library
b) ☐ this library

9. I come to this bookmobile (check only one):

a) ☐ once a month or more often
b) ☐ several times a year

NAME OF LIBRARY _____
MOBILE UNIT _____
STOP ADDRESS _____

MOBILE LIBRARY USER QUESTIONNAIRE

INSTRUCTIONS

Just before you LEAVE the library, please take a few minutes to answer the following questions. It helps us understand the use which is made of the library services and facilities, it is important that everyone fill out a questionnaire. If you need any assistance, ask a member of the library staff.

Please help us by turning in the completed questionnaire to the library staff member stationed near the exit.

THE INFORMATION YOU GIVE US WILL BE KEPT CONFIDENTIAL AND WILL BE USED FOR PLANNING PURPOSES ONLY.

1. How often do you read any part of the following types of material whether you get it from a library or not? Please check the columns which best fit your replies.

TYPE OF MATERIAL	DAILY	WEEKLY	MONTHLY	NOT VERY OFTEN
a) Newspapers				
b) Magazines				
c) Books				

2. Approximately what percentage of the library BOOKS that you read comes from a mobile library unit?

a) ☐ Less than 25 percent
b) ☐ 25 to 50 percent
c) ☐ 50 to 75 percent
d) ☐ Over 75 percent

3. Were you satisfied with the results of your search for material at this mobile library unit today?

a) ☐ Satisfied (If you checked this go to question 5)
b) ☐ Partially satisfied
c) ☐ Unsatisfied

4. If you were partially satisfied or unsatisfied, please indicate the reason or reasons for your dissatisfaction.

a) ☐ Material not on the mobile library unit
b) ☐ Not a wide enough choice of selections
c) ☐ Others (Please specify) _____

5. Please indicate the highest level of education you have completed.

a) ☐ None or all elementary grades (1st-6th grade
b) ☐ Some high school (7th-11th grade
c) ☐ High school diploma
d) ☐ Some college (1-3 full years)
e) ☐ Institute degree or certificate
f) ☐ Four-year college degree
g) ☐ Some graduate work or graduate degree

6. Your address:
Street Number and Name _____
Name of City or Village _____
OR
Name of Town _____

7. Please indicate your sex.

a) ☐ Male
b) ☐ Female

NAME OF LIBRARY _____
MOBILE UNIT DESTINATION _____
STOP ADDRESS _____

SCHOOL GROUP
MOBILE LIBRARY USER QUESTIONNAIRE

INSTRUCTIONS

Record the school groups using the mobile library. For each new group of students indicate the approximate time the group arrives, the number of children, and the grade of the children. The grade the children are in can be determined by asking the children or from the mobile library's schedule. The name and address of the school can also be obtained from the mobile library's schedule.

School _____ Day _____

Address _____

TIME	NUMBER	GRADE	TIME	NUMBER	GRADE

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VILLAGE PUBLIC LIBRARY
DATE _____
DRIVE-IN WINDOW

LIBRARY USER SURVEY
DRIVE-IN WINDOW

As part of an effort to improve library service in southeastern Wisconsin this survey is being conducted by the Wisconsin Division for Library Services, and the Southeastern Wisconsin Regional Planning Commission in cooperation with this library.

Please take a few minutes to answer the following questions. THE INFORMATION YOU GIVE US WILL BE KEPT ENTIRELY CONFIDENTIAL AND WILL BE USED FOR PLANNING PURPOSES ONLY.

1. Have you previously answered a library user questionnaire this week at THIS library or Drive-In Window?

   a) ☐ Yes, at this library b) ☐ Yes, at the Drive-In Window c) ☐ No

   If Yes, how many times? a) _____ at this library
   b) _____ at the Drive-In Window

2. When you came to this library today, did you come directly from....

   a) ☐ Home d) ☐ Shopping
   b) ☐ Work e) ☐ Personal business
   c) ☐ School f) ☐ Social or recreational

3. Immediately after leaving this library today, do you plan to go....

   a) ☐ Home d) ☐ Shopping
   b) ☐ Work e) ☐ Personal business
   c) ☐ School f) ☐ Social or recreational

4. How did you use the Drive-In Window today? (More than one answer may be marked)

   a) ☐ To return material
   b) ☐ To borrow books, magazines, records etc.
   c) ☐ To pick up photo copy material
   d) ☐ Other (Please specify) _____

5. Is this a WORK-CONNECTED or a PERSONAL BUSINESS trip? a) ☐ WORK-CONNECTED
   b) ☐ PERSONAL BUSINESS

6. Your address (Work or Home as Appropriate).
   Street Number and Name _____

   Name of City or Village _____
   OR
   Name of Town: _____

7. Are you going to use some or all of the material yourself, or are you picking it up for someone else?

   a) ☐ Use some or all of it myself b) ☐ Picking it up for someone else

IF YOUR TRIP WAS TO PICK UP MATERIAL FOR SOMEONE ELSE, DO NOT ANSWER ANY MORE QUESTIONS.

8. In connection with which of the following did you use the Drive-In Window Service. (More than one answer may be marked).

   a) ☐ For your work
   b) ☐ For school assignment.
   c) ☐ For furthering personal knowledge
   d) ☐ For a hobby (for example, coin collecting, dog training, woodworking)
   e) ☐ For pleasure reading or listening enjoyment
   f) ☐ For keeping up with the news
   g) ☐ Other (Please specify) _____

9. Complete as of the statements below to indicate, on the average, how often you use the Drive-In Window.

   a) ☐ _____ times per week (Example: 2 times)
   b) ☐ _____ times per month (Example: 1 time)
   c) ☐ _____ times per year (Example: 4 times)

10. Do you have a library card for this library? a) ☐ Yes b) ☐ No

11. Do you have a library card or special permit for any other library(ies), including public and institutional libraries?

    a) ☐ Yes (Please list the libraries) _____
    b) ☐ No

12. How often do you read any part of the following types of material whether you get it from a library or not? (Please check the columns which best fit reply)

TYPE OF MATERIAL	DAILY	WEEKLY	MONTHLY	NOT VERY OFTEN
a) Newspapers				
b) Magazines				
c) Books				

13. Approximately what percentage of the material that you read come from the public library?

    BOOKS

    a) ☐ Less than 25 percent c) ☐ 50 to 75 percent
    b) ☐ 25 to 50 percent d) ☐ Over 75 percent

    NEWSPAPERS, MAGAZINES, JOURNALS

    a) ☐ Less than 25 percent c) ☐ 50 to 75 percent
    b) ☐ 25 to 50 percent d) ☐ Over 75 percent

14. Please indicate your age group. a) ☐ 13-14 years e) ☐ 35-44 years
    b) ☐ 15-19 years f) ☐ 45-64 years

15. Please indicate your sex. a) ☐ Male b) ☐ Female

16. What is your specific occupation? (If your wife, student, or retired, please so indicate) _____

17. Are you enrolled in any classes in an elementary or high school, institute, college, or university?

    a) ☐ Full-Time Student at _____
    ☐ Part-Time (Name of school, institute, college, or university)

    b) ☐ No

18. Please indicate the highest level of education you have completed.

    a) ☐ Some or all elementary grades--1st-8th grade
    b) ☐ Some high school--9th-12 grade
    c) ☐ High school diploma
    d) ☐ Some college or institute credits
    e) ☐ Institute degree or certificate
    f) ☐ Four-year college degree
    g) ☐ Some graduate work or graduate degree

19. Please indicate the level of your family income.

    a) ☐ Under $3,000 e) ☐ $10,000 to $14,999
    b) ☐ $3,000 to $4,999 f) ☐ $15,000 to $24,999
    c) ☐ $5,000 to $6,999 g) ☐ $25,000 and over
    d) ☐ $7,000 to $9,999

VILLAGE PUBLIC LIBRARY
DATE _____
DRIVE-IN WINDOW

LIBRARY USER SURVEY
DRIVE-IN WINDOW

INSTRUCTIONS
Please answer all of the questions on this page.

1. I live at _____
   House number and street name
   _____
   City

2. I am _____ years old.

3. Do you go to school?

   a) ☐ Yes, I am in the ____ grade at _____ school.
   b) ☐ No
   Name of school

4. I am a

   a) ☐ boy.
   b) ☐ girl.

5. I came to the library today from

   a) ☐ home.
   b) ☐ school.
   c) ☐ someplace besides home or school.

6. When I leave the library today, I am going

   a) ☐ home.
   b) ☐ to school.
   c) ☐ someplace besides home or to school.

7. I used the Drive-In Window service (You may check more than one answer)

   a) ☐ to return library books.
   b) ☐ to borrow library material.
   c) ☐ to pick up photo-copy material.
   d) ☐ for other purposes (Please specify) _____

8. I use the Drive-In Window (Check only one answer)

   a) ☐ once a week or more often.
   b) ☐ about once every two weeks.
   c) ☐ about once a month.
   d) ☐ several times a year.
   e) ☐ this is the first time.

9. Do you have a library card for this library?

   a) ☐ Yes
   b) ☐ No

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PUBLIC LIBRARY QUESTIONNAIRE
LIBRARY PLANNING PROGRAM STAFF

A. Name of library

_____

B. Date

☐☐☐☐☐☐

C. Time

☐☐☐☐ a.m. / p.m.

1. Character of library's environmental location:

a) ☐ C B D or other major commercial area

b) ☐ In or near cultural - civic center

c) ☐ In residential area

d) ☐ In rural area

e) ☐ Other (Please specify) _____

2. Please provide the following information about this library facility.

A) Size of lot on which facility is located

☐☐☐☐ ft. x ☐☐☐☐ ft.

B) Building dimensions

a) ☐☐☐☐☐☐ square feet total floor area

b) ☐ number of floors (indicate balcony's and partial floors on floor diagrams)

C) Layout design of library facility (map)

D) Floor diagrams (map)

E) Photographs

3. Can the library site feasibly be expanded (land use feasibility of adjacent property)?

_____

_____

_____

4. Accessibility of library facility:

A) Building recognizably contains a library

a) ☐ Yes
b) ☐ No

B) Sign discernably indicates presence of library within the building

a) ☐ Yes
b) ☐ No

C) There are confusing one-way streets near the library

a) ☐ Yes
b) ☐ No

D) Library is readily accessible from at least two major arterials

a) ☐ Yes
b) ☐ No

E) There are natural or man-made barriers which prevent easy access to the library by persons living in certain areas

a) ☐ Yes - Please specify _____
b) ☐ No

F) Traffic flow around library (map)

G) Public transportation facilities around library

a) Bus service areas (map)
b) Actual stops near the library location (map)

H) Location of all major arterials near library which would affect accessibility (map)

I) Do entrances facilitate use by aged, infirm, handicapped, etc.? Complete the following table.

ENTRANCE	FACILITATES USE BY AGED, INFIRM, HANDICAPPED, ETC.		NUMBER OF STEPS		DOOR DIFFICULT TO OPEN	
	YES	NO	EXTERIOR	INTERIOR	YES	NO

J) Outdoor book returns

a) ☐ Number of outdoor book returns

b) Easily accessible by car

1) ☐ Yes
2) ☐ No

c) Easily accessible on foot

1) ☐ Yes
2) ☐ No

5. Complete the following table on parking within walking distance (approximately 300 ft.) of the library.

	NUMBER OF OFF-STREET PARKING SPACES				NUMBER OF OTHER PARKING SPACES
	Library Patron	Library Staff	Public Lot	Other	
FREE					
Total					
In-use					
Time limit					
Minimum-Maximum Distance					
METERED					
Total					
In-use					
Time limit					
Minimum-Maximum Distance					
COMMENTS:					

_____

PUBLIC LIBRARY

LIBRARY PLANNING PROGRAM STAFF - II

A. Name of library _____

B. Date

☐☐/☐☐/☐☐

C. Time

☐☐☐☐ a.m. / p.m.

1. Accessibility of library facility:

A) Building recognizably contains a library

a) ☐ Yes
b) ☐ No

Comments: _____

B) Sign discernably indicates presence of library within the building

a) ☐ Yes
b) ☐ No

Comments (e.g., type of sign): _____

C) Exterior appearance is inviting*

a) ☐ Yes
b) ☐ No

Comments: _____

D) Outdoor book returns

a) ☐ Number of outdoor book returns
b) Easily accessible by car

1) ☐ Yes
2) ☐ No

c) Easily accessible on foot

1) ☐ Yes
2) ☐ No

E) Interior library directory is easy to locate and read

a) ☐ No directory
b) ☐ Yes
c) ☐ No

F) Arrangement of material is easy to follow (i.e. material can be easily located)

a) ☐ Yes
b) ☐ No

Comments: _____

G) Card catalog is easily located

a) ☐ Yes
b) ☐ No

Comments: _____

H) Circulation desk is easily located

a) ☐ Yes
b) ☐ No

Comments: _____

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1) Are the library's hours conspicuously posted both inside and outside the library?

a) ☐ Yes, outside
b) ☐ Yes, inside
c) ☐ No, outside
d) ☐ No, inside

Comments: _____

2. Interior is attractive

a) ☐ Yes
b) ☐ No

Comments: _____

3. Condition of the collection

a) ☐ Good on the whole
b) ☐ Average on the whole
c) ☐ Poor on the whole

Comments: _____

4. Who initiates decisions and policy?

a) ☐ The librarian
b) ☐ The board
c) ☐ Both the librarian and the board, with most activity and decisions up to the librarian
d) ☐ Both the librarian and the board, with most of the responsibility being taken by the board
e) ☐ Both the librarian and the board share the responsibility about equally
f) ☐ Other (Please specify) _____

Comments: _____

5. Who actually administers the library?

a) ☐ The librarian
b) ☐ The board
c) ☐ Both the librarian and the board, with most activity and decisions up to the librarian
d) ☐ Both the librarian and the board, with most of the responsibility being taken by the board
e) ☐ Both the librarian and the board share the responsibility about equally
f) ☐ Other (Please specify) _____

Comments: _____

6. Who is the head of the library board?

_____ NAME

_____ ADDRESS

_____ CITY

SUPPLEMENTAL QUESTIONNAIRE

Please fill out a separate supplemental questionnaire for EACH departmental library, or those collections which are housed separately from the main library.

1. Please PRINT the name and address of one departmental library or significant collection which is housed outside the main library.

_____ LIBRARY _____ BUILDING AND STREET ADDRESS _____ PERSON IN CHARGE

2. Are the materials catalogued and counted with the main library collection?

a) Yes, catalogued
b) Yes, counted
c) Yes, catalogued and counted
d) No, neither catalogued nor counted

3. Please indicate the approximate square footage delineated to this library or collection.

_____ square feet

4. Please indicate the seating capacity of this library.

_____ seating capacity at tables and carrels

_____ other seating capacity

5. Please indicate the hours this library is open during the regular school year, summer session, and summer when no classes are in session.

	Regular school year:	Summer session:	Summer when no classes are held:
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

6. Who is directly responsible for the materials, staffing, and policy making for this library?

a) The department with which the library is located
b) The main library
c) A combination of the library and the department
d) Other

PUBLIC LIBRARY QUESTIONNAIRE

1. Library name and address

1. If the name or address of the library as shown above is incorrect, please PRINT the correct information on the label.

2. Please indicate the ownership of the building in which this library is housed.

a) Library occupies an entire building owned by the library and/or governmental unit
b) Library occupies part of a building owned by the library and/or governmental unit
c) Rented quarters
d) Other (Please specify) _____

3. Please indicate the completion date of the original construction of the building in which this library is housed.

☐☐☐☐

4. Please indicate the year the library occupied its present facilities.

☐☐☐☐

5. Was the building or section of the building in which this library is presently housed originally planned for use as a library?

a) Yes
b) No

6. Has the library building been internally remodeled or added to since the library moved into it? Please mark ALL appropriate responses about the most recent remodeling and additions.

a) ☐ Yes, with approximately _____ square feet ADDED at a total cost (i.e. building and furnishing costs) of $_____
b) ☐ Yes, with approximately _____ square feet REMODELED at a total cost (i.e. building and furnishing costs) of $_____
c) ☐☐☐☐ Date of most recent ADDITION
d) ☐☐☐☐ Date of most recent REMODELING
e) ☐ Library has not had any remodeling or additions

7. Please indicate the amount of floor space in square feet that is devoted to the following:

a) ☐☐☐☐☐☐ space used for library purposes, including work rooms, storage rooms, and offices, but EXCLUDING community or public meeting rooms and mechanical equipment spaces
b) ☐☐☐☐☐ space used for community or public meeting rooms under the control of the library
c) ☐☐☐☐☐ space used for mechanical equipment if under the control of the library
d) ☐☐☐☐☐☐ Total library space (should be the total of a, b, and c)

8. Please indicate the seating capacity of the following areas (excluding meeting rooms).

a) ☐☐☐ Children
b) ☐☐☐ Young adult
c) ☐☐☐ Adult
d) ☐☐☐ Other (Please specify) _____

9. Please indicate the number of meeting rooms in the library and the TOTAL seating capacity of all the rooms.

a) ☐ Number of meeting rooms
b) ☐☐☐ Total seating capacity of the meeting rooms

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10. Please list the special features of this library facility, e.g. T.V. room, art gallery, space for displays of local collections, electronic stack or range, locator system, unique design, outstanding architect and/or architectural features.

11. Do you think the library is crowded and needs to expand? Please mark ALL the appropriate responses.

a) ☐ Yes, not enough shelf space for the collection
b) ☐ Yes, not enough table or chair space for the number of people normally using the library
c) ☐ Yes, not enough office or work space
d) ☐ Other (Please specify) _____
e) ☐ No, the library does not need to expand

12. In your opinion can the library building or section of the building be expanded on its present site? Please indicate ALL appropriate responses.

a) ☐ Yes, building can be enlarged
b) ☐ Yes, library can be expanded to other parts of the building
c) ☐ Yes, but the building is not worth the expense
d) ☐ Yes, but the location of the building is poor
e) ☐ No, inadequate space on the site for expansion
f) ☐ Other (Please specify) _____

13. Are any changes in this library's facilities planned for the next five years? Please mark ALL appropriate responses.

a) ☐ Yes, space used for library purposes will be expanded by more than 10 percent
b) ☐ Yes, a new library building will be constructed, with a completion date of ☐☐☐☐
c) ☐ Yes, the library will be relocated in another building
d) ☐ Other (Please specify) _____
e) ☐ No major changes are planned at this time

14. Please indicate the size of the library collection owned at the beginning of the following calendar years. DO NOT RECORD ITEMS IN MORE THAN ONE CATEGORY.

		1965	1966	1967	1968	1969
BOOKS:	Fiction					
Adult	Non-fiction					
	Total, if no breakdown is maintained					
	Fiction					
Juvenile	Non-fiction					
	Total, if no breakdown is maintained					
Others not included in above (Please specify)						
PERIODICAL SUBSCRIPTIONS: Titles						
Number of titles subscribed to						
Total number of titles in collection						
Number of bound volumes if not included under BOOKS						
Number of titles in microform OR						
Number of items in microform						
NEWSPAPER SUBSCRIPTIONS: Number of titles subscribed to						
Total number of titles in collection						
Number of bound volumes if not included under BOOKS						
Number of titles in microform OR						
Number of items in microform						
OTHER MICROPRINT MATERIAL Number of titles OR						
Number of items						
PHONOGRAPH RECORDS: Number of albums OR						
Number of discs						
AUDIO TAPES (by title)						
FILMS (by reels) 8mm						
Super 8mm						
16mm						
Other (Please specify)						
FILMSTRIPS: Number of titles OR						
Number of spools						

15. Has the library been designated a government document depository? Please mark ALL appropriate responses.

a) ☐ Yes, a partial federal depository in ☐☐☐☐ YEAR
b) ☐ Yes, a partial state depository in ☐☐☐☐ YEAR
c) ☐ Yes, a complete federal depository in ☐☐☐☐ YEAR
d) ☐ Yes, a complete state depository in ☐☐☐☐ YEAR
e) ☐ Yes, a local depository in ☐☐☐☐ YEAR (Please specify type of depository) _____
f) ☐ No

16. Does the library belong to any film service organizations such as the Wisconsin Film Circuit?

☐ a) Yes, please indicate name(s) of the organization(s) _____
☐ b) No

17. Please indicate the subjects in which the collection in your opinion is unusually strong, or in which items of particular value are held.

18. Does the library regularly check the collection against any of the Wilson Company's standard guides (such as the Standard Catalog for Public Libraries, Standard Children's Catalog)? Please mark ALL appropriate responses.

a) ☐ Yes, with every new edition
b) ☐ Yes, with every supplement
c) ☐ Other (Please specify) _____
d) ☐ No

19. How often does the library weed the collection? Please mark ALL appropriate responses.

a) ☐ As time permits
b) ☐ Once or twice a year
c) ☐ Whenever the shelves are crowded
d) ☐ Particularly by Dewey classes
e) ☐ Continuously
f) ☐ Library does not weed

20. Is there a written library material selection policy?

☐ a) Yes
☐ b) No

If yes, please ATTACH a copy.

21. What is the library's policy for purchasing duplicate copies of a particular title?

1. What type of books are purchased as paperbacks? Please mark ALL appropriate responses.

a) ☐ Library does not purchase paperback books
b) ☐ Duplicate copies of popular titles
c) ☐ Particular categories such as science fiction, westerns, mysteries, etc. (Please specify the categories) _____
d) ☐ "Read and Swap" or "Give and Take", etc.
e) ☐ Classics
f) ☐ Titles not available in hardbound books
g) ☐ Titles too expensive to buy in hardbound editions
h) ☐ Titles to augment subject areas
i) ☐ Other (Please specify) _____

24. Is the library's collection satisfactory for supplying most requested material and to furnish sources for answering reference and information questions? Please mark ALL appropriate responses.

a) ☐ Yes
b) ☐ No, collection is not big enough
c) ☐ No, requests are too specialized
d) ☐ Other (Please specify) _____

25. What was the number of the reference transactions in 1968?

☐ a) ☐☐☐☐☐ transactions
☐ b) Records are not kept of reference transactions

26. What are the normal loan periods for the following types of material? Please mark the "N" column for any material the library has but does not circulate, and the "NA" column for those categories which are not applicable to this library.

		N	NA	LOAN PERIOD
Circulating books	Adult			
	Juvenile			
Periodicals	Current issues			
	Back, unbound issues			
	Bound volumes			
Pamphlet file material - Pamphlets, clippings, etc.				
Phonograph records				
Audio tapes				
Films				
Filmstrips				
Slides				
Framed art pictures				
Other (Please specify.				

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Does this library have any of the following equipment for use by the public?

Equipment	Number available	Use restricted? Yes	Use restricted? No	Is it free? Yes	Is it free? No, service charge
Microform reader/printer(s)					
Microfilm readers					
Microfiche reader(s)					
Video players					
Filmstrip					
Audio					
Tape recorders					
Typewriters					
Others (Please specify)					

Please indicate which of the following services are provided by this library and the fees or charges for the services.

	Is this service provided? Yes	Is this service provided? No	Is it free? Yes	Is it free? No, service charge
Telephone reference				
Loaning films - 8mm				
Super 8mm				
16mm				
Loaning art reproductions				
Loaning photograph records				
Book rental collections				
Reserving materials for the public				
Interlibrary loan requests				
Duplicating material by photocopiers, etc. (Please indicate the make of the machine(s)) _____ _____				
Other (Please specify)				

Please indicate the frequency with which the following special services were offered by the library during 1983.

	Weekly	Monthly	Occasionally	Do not provide
Interlibrary loans				
Gift or library materials collection in newspaper				
Public displays for exhibits				
Bibliographies for requesters				
Program aids for general clubs or organizations				
Displays of library materials at civic/political meetings				
Book reviews or book discussions by staff members				
Discussion groups				
Story hours				
Vacation reading programs				
Reader development programs				
Reader interest programs				
Individual school loans to students				
Loan kits loans to schools				
Others such as lectures, film programs, library sponsored program, etc. (Please specify)				

Besides servicing people from this library building, what other means are utilized to bring library materials directly to the public? Please mark all appropriate responses.

a) ☐ Branch libraries
b) ☐ Bookmobiles, bookrollers, and other mobile units
c) ☐ Deposit collections in stores, recreational centers, neighborhood centers, fire stations, etc. for the general public
d) ☐ Deposit collections in nursing homes, hospitals, factories, etc.
e) ☐ Classroom collections
f) ☐ Other (Please specify) _____
g) ☐ No other means are utilized

Are there any major changes in the library's services planned for the next five years (such as adding a film or video collection)? Please mark all appropriate responses. Please indicate all plans even though money has not been appropriated.

a) ☐ Yes, the depth of ____ of the subject areas presently in the library will be increased at a rate greater than the normal acquisition rate
b) ☐ Yes, more in-depth collections will be added as new subject areas
c) ☐ Yes, more types of audio or visual material will be added to the collection (Please specify the types to be added) _____
d) ☐ Yes, the collection of audio or visual materials will be expanded at a rate greater than the normal acquisition rate
e) ☐ Specialists will be added to the staff (Please specify) _____
f) ☐ A collection of large print books for the visually handicapped will be started or greatly enlarged by the library
g) ☐ Programs will be initiated or [illegible] to the library
h) ☐ Other (Please specify) _____
i) ☐ No major changes in services are currently planned for the next five years

Does this library have a policy to BORROW material or obtain reproduced material from other libraries on interlibrary loan? Please mark all appropriate responses and indicate the approximate number of items borrowed or reproduced from all libraries during 1983.

	a) Yes, with POLICY (WRITTEN OR UNWRITTEN) EXISTS	Total items BORROWED in 1983	Total items REPRODUCED in 1983	Approximate % MATERIAL NOT AVAILABLE LOCALLY (but in WLN)	Approximate % MATERIAL NOT AVAILABLE LOCALLY (but not in WLN)	REMARKS (DO NOT TRUNCATE)
Academic libraries						
Special libraries						
Public libraries in other cities						
Wisconsin Reference and Loan Library						
Other (Please specify)						

Does this library have a policy to LOAN materials to academic, school, special, and/or other public libraries?

a) ☐ Yes, with
☐☐☐☐☐ total items loaned in 1983
Libraries: _____
b) ☐ Yes, library does have a policy, but no loans were made in 1983
c) ☐ Yes, material was loaned, but no counts were kept
d) ☐ No policy exists

Does this library have a policy to REPRODUCE material for other libraries?

a) ☐ Yes
☐☐☐☐☐ items reproduced in 1983
b) ☐ Yes, library has a policy, but no such reproductions were made in 1983
c) ☐ Yes, material was reproduced, but no counts were kept
d) ☐ No, since library does not have easy access to a photocopy machine
e) ☐ No policy exists

Does this library accept REFERENCE questions over the telephone and/or by mail from the following categories?

	WITHIN LIBRARY SERVICE AREA Yes	WITHIN LIBRARY SERVICE AREA No	OUTSIDE LIBRARY SERVICE AREA Yes	OUTSIDE LIBRARY SERVICE AREA No
From ADULTS				
From CHILDREN				
From SCHOOL libraries				
From OTHER libraries				
From other PUBLIC libraries				
From INDIVIDUALS				

Please indicate how this library is associated, both formally and informally, with other public, school, academic, or special libraries. Do NOT include memberships in organizations such as Wisconsin Library Association or Southeast Wisconsin Regional Library Conference. Please list the specific libraries involved. Use additional paper as necessary.

	FORMAL AGREEMENTS (Name of library)	INFORMAL AGREEMENTS (Name of library)
Cooperative book purchasing		
Cooperative book processing		
Use, trade or share book club sets		
Share periodicals		
Cooperative branches (stations) and regular contacts with personnel from other libraries		
Cooperative reference service		
Reciprocal borrowing privileges		
Meetings, workshops with personnel from other libraries		
Other (Please specify)		

What specific methods are used for INTER-library communication, excluding normal telephone and mail service? Please indicate the library or organization with which each library is linked.

a) ☐ WILS (Wide Area Telephone Service) (Please specify linkages) _____
b) ☐ TWX (Teletypewriter Exchange Service) (Please specify linkages) _____
c) ☐ TWP (Private line teletypewriters) (Please specify linkages) _____
d) ☐ Other (Please specify linkages) _____
e) ☐ No special methods are currently in use

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41. Please indicate and explain any equipment or methods used by this library which are particularly innovative (e.g. computerized cataloging, computerized information retrieval, facsimile transmission, closed circuit T.V.).

42. Have counts of persons entering, leaving, or using the library been conducted in the past 5 years (excluding the SEAFRC Library User Survey in April 1969)? If so, please indicate the method of counting (e.g. counting persons in the library at specific times throughout the day, persons entering the library, or persons leaving the library), as well as the date, and the number of users counted. Please attach a copy of the results, if available.

☐ a) Yes - Description of method, date, and count _____

☐ b) No counts have been conducted

42. Please list the services that you would like available to this library from any nearby library (e.g. honoring other library cards, in-service training, etc.).

42. In what ways would you like to see this library expand its services?

43. Does this library operate under Civil Service?

☐ a) Yes
☐ b) No

44. What are the number of authorized positions and the number of filled positions on the staff as of January 1, 1968 and 1969?

POSITIONS	JANUARY 1, 1968			JANUARY 1, 1969		
	NUMBER OF AUTHORIZED POSITIONS	NUMBER OF FILLED POSITIONS	NUMBER OF HOURS IN WORK WEEK	NUMBER OF AUTHORIZED POSITIONS	NUMBER OF FILLED POSITIONS	NUMBER OF HOURS IN WORK WEEK
Number of FULL-TIME Employees						
Professional*						
Clerks						
Pages						
Maintenance Personnel						
Number of PART-TIME Employees						
Professional*						
Clerks						
Pages						
Maintenance Personnel						
FULL-TIME EQUIVALENT OF PART-TIME PERSONNEL listed above**						
Professional*						
Clerks						
Pages						
Maintenance Personnel						

* Professional service refers to duties which the library considers professional in nature, as distinct from such clerical duties as typing filing of circulation, etc. If the library does not distinguish between professional and clerical duties in staff assignments, cross out the headings, and count all employees under one of the columns.

**FULL-TIME EQUIVALENT OF PART-TIME PERSONNEL: the total number of hours worked in part time positions divided by the number of hours comprising a work week in a corresponding full-time position.

45. Please indicate the MINIMUM EDUCATION REQUIREMENT for all staff positions, INCLUDING maintenance personnel and pages. Indicate the number of available positions AND filled positions in each education category.

	NUMBER OF AUTHORIZED POSITIONS	NUMBER OF FILLED POSITIONS
Some high school -		
Student help		
Other than student help		
High school		
Library training courses after high school		
Some college		
Student help		
Other than student help		
Library training courses after some college		
Bachelor degree		
Library training courses after bachelor degree		
5th or 6th year library science degree		
Graduate work other than library science		
Other (Please specify)		

46. Please list the current salary ranges and increments for all positions in the library, INCLUDING maintenance personnel and pages. Attach additional sheets as necessary or a copy of the salary schedule.

	ANNUAL SALARY SCHEDULE		NUMBER OF SALARY INCREMENTS WITHIN THE RANGE
	Minimum	Maximum	
Chief Librarian			
Other classes of positions (see note below)			

Note: Indicate title of the positions, such as librarian I, etc. If library does not have classes of positions on a salary schedule, list each position with its present salary. Give hourly rate if annual salary is not provided.

47. Did this library (or municipality) provide the following benefits to the library employees in 1968?

	NOT PROVIDED	PROVIDED FOR FULL-TIME PROFESSIONAL STAFF	PROVIDED FOR FULL-TIME CLERICAL STAFF	PROVIDED FOR PART-TIME STAFF	OTHER (Please specify)
An annual salary increase within the salary schedule					
An annual salary increase					
Cost of living increase					
A merit increment					
Social security					
Retirement, give percentage paid by the employer					
Health insurance, give percentage paid by employer					
Life insurance, give percentage paid by employer					
Terminal pay					
Costs to attend library-related conferences and workshops					
Release time to attend library-related conferences and workshops					
Costs to attend library-related classes					
Release time to attend library-related classes					
Extra pay for working evening hours					
Extra pay for working Saturdays					
Extra pay for working Sundays or holidays					
Holidays, number of days					
Sick leave, number of days					
Sick leave, accumulates to what number of days					
Injury pay					
Length of probation period					
Paid annual vacation, number of days for what length of service (Use separate line for each vacation schedule.)					
Other benefits (Please specify)					

48. Are there unions which the library staff members can join? Please mark ALL appropriate responses.

☐ a) Yes, all employees can belong to the municipal union
☐ b) Yes, all employees can belong to a library union
☐ c) Yes, the professional librarians can belong to a separate union
☐ d) Yes, the professional librarians can belong to a professional association
☐ e) Yes, the non-professional staff members can belong to their own union
☐ f) No

49. For which of the following areas does this library provide formal in-service training, including seminars and workshops outside the library building. Please mark ALL appropriate responses.

☐ a) Book selection
☐ b) Reader guidance
☐ c) Reference techniques
☐ d) Audio-visual techniques
☐ e) Story hours
☐ f) Book talks
☐ g) Supervision
☐ h) Library procedures
☐ i) Other (Please specify) _____

☐ j) None

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10. Please indicate how much revenue the library received from each of the following sources.

	1965	1966	1967	1968	1969
City or Village appropriation					
Town appropriation					
County appropriation					
Contracts between 2 or more libraries					
Contracts between a library and a town, village, city					
Gifts, memorials, etc.					est
Grants					est
Fees, fines, rental collections, etc.					est
Other (Please specify)					est
					est
					est

11. Please indicate which of the following types of funds are returned to the municipality and not retained by the library. Please mark ALL appropriate responses.

a) ☐ Fine monies
b) ☐ Lost and damaged book funds
c) ☐ Fees from book rentals, framed art pictures, etc.
d) ☐ Contract fees
e) ☐ Unused appropriations that are not encumbered
f) ☐ Other (Please specify) _____
g) ☐ All such monies are retained by the library

12. Please indicate the annual operating expenditures.

	1965	1966	1967	1968	1969 est
ANNUAL SALARIES					
Professional salaries					
All other staff					
LIBRARY MATERIALS					
Books					
Periodicals					
Other published or printed materials					
Sound recordings					
Films					
Other audio-visual					
Binding and rebinding					
CONTRACTS (Include charges for membership in film circuits, contracts with other libraries and/or systems)					
ALL OTHER OPERATING COSTS (Include membership in organizations)					
ANNUAL CAPITAL OUTLAY FOR BUILDING, SITES, ADDITIONS					
ANNUAL CAPITAL OUTLAY FOR EQUIPMENT AND FURNISHINGS					

13. How is the use and maintenance of this building paid for?

	1965	1966	1967	1968	1969
Cost for utilities, maintenance, etc. are included in the library's operating budget for the years checked					

The library does NOT pay directly for the following items, and these items were not included in the library's operating budget for the years indicated. Please check the last column if the items are included in the rent.

	APPROXIMATE COST					INCLUDED IN RENT
	1965	1966	1967	1968	1969 est	
Rent	$	$	$	$	$	//////////
Water and Sewer	$	$	$	$	$	
Heat	$	$	$	$	$	
Electricity	$	$	$	$	$	
Custodial Services	$	$	$	$	$	
Maintenance	$	$	$	$	$	
Telephone	$	$	$	$	$	

54. Is the library board legally established under Wisconsin State Statutes Section 43.25 (except the Milwaukee Public Library Board of Trustees)?

☐ a) Yes
b) No

55. Who appoints members of the library board?

☐ a) The municipal governing body
b) Other (Please specify who appoints the members and indicate the length of term) _____
c) There is no library board

56. Has a limit on the number of consecutive terms a person may serve on the library board been established by the municipality or the library board?

☐ a) Yes, ☐ successive terms
b) No

57. Does the library board have a policy of limiting the number of years a person may serve as chairman of the board?

☐ a) Yes, ☐ years
b) No

58. How often does the library board usually meet?

☐ a) Monthly
b) Quarterly
c) Semi-annually
d) Annually
e) At the call of the chairman
f) Other (Please specify) _____

59. Did the library board operate with committees in 1968?

a) ☐ By the board as a committee of the whole
b) ☐ By the following standing committees in 1968 (Please give the names of the committees) _____

c) ☐ By the following special committees in 1968 (Please give the names of the committees) _____

60. Does the library board set library policy?

☐ a) Yes
b) No

61. Who presents the proposed budget to the governing officials?

☐ a) The Library Board
b) The Librarian
c) The Library Board and the Librarian
d) Other (Please specify) _____
e) A proposed budget is not submitted to the governing officials

Thank you for your cooperation.

CIRCULATION DATA

Name of Library _____

Page ____ of ____

Type of Materials: (Circle material type for which data on this page applies)

1. Books, fiction
2. Books, non-fiction
3. Periodicals
4. Pamphlets, maps, and other printed materials
5. Records, audio tapes, and other audio materials
6. Films, filmstrips, and other visual material

	1969			1968			1967			1966			1965			1964		
	Adult	Juvenile	Other*	Adult	Juvenile	Other*	Adult	Juvenile	Other*	Adult	Juvenile	Other*	Adult	Juvenile	Other*	Adult	Juvenile	Other*
January																		
February																		
March																		
April																		
May																		
June																		
July																		
August																		
September																		
October																		
November																		
December																		
TOTAL																		

*If "Other" is used, indicate what is included in totals.

If library materials are deposited in schools or other facilities outside the library, please indicate how circulation for these items is counted.

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ELEMENTARY AND SECONDARY SCHOOL LIBRARY QUESTIONNAIRES

SCHOOL LIBRARY QUESTIONNAIRE

A. Name and address of school

1. If the name or address of the school as shown above is incorrect, please PRINT the corrections on the label.

2. Is the library located in the school so that the library could be open easily, without providing access to the rest of the building?

☐ a) Yes
☐ b) No

3. Does the school have learning, resource, or reference centers SEPARATE from the central library?

a) ☐ Yes, the statistics for the centers are included in the collection, circulation, and expenditure data of the central library
b) ☐ Yes, the statistics for the centers are NOT included in the data for the central library. PLEASE DUPLICATE AND ANSWER QUESTIONS 5, 6, 8, 14, 15, and 16 FOR EACH CENTER AND SPECIFY THE SUBJECT AREAS OF EACH CENTER
c) ☐ No, the school has no separate learning, resource, or reference centers

4. What is the approximate square footage in the central library?

☐☐☐ square feet

5. What is the seating capacity of the central library?

☐☐☐ seating capacity at tables and carrels

☐☐☐ other seating capacity

6. During a normal school week, how many hours a week in addition to school hours is the library open for use by the students? (Please indicate the time in minutes if necessary.)

☐☐ hours ☐☐ minutes

7. Who administers the following materials for this school?

TYPE OF MATERIAL	NOT OWNED BY LIBRARY	SCHOOL LIBRARY	AUDIO-VISUAL DEPARTMENT	CURRICULUM DEPARTMENT OR CLASSROOMS	CLERICAL OFFICE	OTHER (PLEASE SPECIFY)
Films						
8mm						
16mm						
Super 8mm						
Filmstrips						
Slides						
Records						
Audio tapes						
Video tapes						
Audio-visual equipment						
Professional books						
Text books						

8. Please indicate the size of the collection OWNED by the LIBRARY at the beginning of the following school years FOR AS MANY YEARS AS FEASIBLE. DO NOT RECORD ITEMS IN MORE THAN ONE CATEGORY.

	1965-66	1966-67	1967-68	1968-69	1969-70
BOOKS - Fiction					
Non-fiction					
Total, if no breakdown is maintained					
Paperback books if NOT included in above					
Fiction					
Non-Fiction					
Total, if no breakdown is maintained					
Others not included in above (Please specify)					
PERIODICAL/MAGAZINE SUBSCRIPTIONS					
Number of titles subscribed to					
Total number of titles in collection					
Number of bound volumes if not included under BOOKS					
Number of titles in microform OR					
Number of items in microform					
NEWSPAPER SUBSCRIPTIONS					
Number of titles subscribed to					
Total number of titles in collection					
Number of bound volumes if not included under BOOKS					
Number of titles in microform OR					
Number of items in microform					

	1965-66	1966-67	1967-68	1968-69	1969-70
OTHER MICROFORM MATERIAL					
Number of titles OR					
Number of items					
PHONOGRAPH RECORDS					
Number of albums OR					
Number of discs					
AUDIO TAPES (by title)					
FILMS OWNED BY THE LIBRARY (by reels)					
8mm					
Super 8mm					
16mm					
Other (Please specify)					
FILMSTRIPS					
Number of titles OR					
Number of spools					
SLIDES					
PAMPHLET FILE MATERIAL (by linear feet)					
PICTURE FILE MATERIAL (by linear feet)					
OTHER (such as sheet music, art reproductions, etc) (Please specify)					

9. In your opinion are there any specific areas of interest or subject fields in which the collection is strong, or in which items of particular value are held? (Please specify)

10. Please indicate the circulation totals for the following years FOR AS MANY YEARS AS FEASIBLE. Please check the "NA" column for any material the library has but does not circulate and the "NA" column for those categories which do not apply.

	X	NA	CIRCULATION TOTALS 1965-66	1966-67	1967-68	1968-69
Books, including reserved books						
Bound magazines						
Unbound magazines						
Pamphlets and clippings						
Phonograph records						
Audio tapes						
Films						
Filmstrips						
Slides						
Microforms						
Other (Please specify)						

11. Does the library rent or borrow films from other agencies for use by facility or students. EXCLUDE films rented or borrowed from schools or libraries within the school district.

☐ a) Yes (Please indicate the number of films rented or borrowed) ☐☐☐
☐ b) No

12. Please indicate the size of the library staff at the beginning of the 1968-69 academic year for each of the following categories.

a) Professional librarians (persons having a library degree or a library minor)

☐☐ number of persons employed full-time at this library

☐☐ number of full-time equivalent of part-time personnel* at this library

b) Para-professional staff or 'teachers' aides (persons who are filling professional or semi-professional positions, but do not have a library degree)

☐☐ number of persons employed full-time at this library

☐☐ number of full-time equivalent of part-time personnel* at this library

c) Nonprofessional paid staff (persons doing clerical work, circulation duties, etc.)

☐☐ number of persons employed full-time at this library

☐☐ number of full-time equivalent of part-time personnel* at this library

d) Adult volunteers

☐☐ number of full-time equivalent of part-time personnel* at this library

e) Student workers (either paid or volunteer)

☐☐ number of full-time equivalent of part-time personnel* at this library

* FULL-TIME EQUIVALENT OF PART-TIME PERSONNEL: the total number of hours worked in part-time positions divided by the number of hours comprising a work week in a corresponding full-time position.

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13. Please indicate the amount EXPENDED for the following categories by this library for the years shown. Include federal and state funds as well as grants. (These questions may need to be answered by your administrative offices.)

	1967-68	1968-69
ANNUAL SALARIES		
Professional staff		
All others		
LIBRARY MATERIALS		
Books		
Periodicals		
Other published and printed materials		
Audio tapes and phonograph records		
Film rental		
Films and filmstrips		
Other A/V material such as video tapes, microform, etc.		
Equipment for A/V material		
Binding and rebinding		
Supplies		

14. If the library used for assigned study halls?

☐ a) Yes
b) No

15. In your opinion, how do the students of your school generally use this library?

a) ☐ Mainly for research using library materials
b) ☐ Mainly as a study hall, using their own materials
c) ☐ For both research and studying, about equally
d) ☐ Mainly for recreational reading or listening enjoyment
e) ☐ Other (Please specify) _____

TO BE ANSWERED ONLY IF RESPONSE b IN QUESTION 3 IS MARKED

16. Please give the percentage of the sources of the funds used for learning, resource, or reference centers for the following categories in 1967-68 and 1968-69.

	PERCENTAGE ADMINISTERED BY CENTRAL LIBRARY		PERCENTAGE ADMINISTERED BY DEPARTMENT(S) OR OTHER AGENCIES	
	1967-68	1968-69	1967-68	1968-69
Purchasing book and other printed material				
Purchasing A/V material				
Purchasing A/V equipment				
Staff (Please specify number) _____				

Thank you for your cooperation.

A. School Name and Address

1. If the name or address of your school as shown above is incorrect, please print the correct information on the label.

2. Please indicate the title of the person filling out the questionnaire by writing the letter of the most appropriate response in the box below.

☐
a) Principal
b) Assistant Principal
c) Librarian
d) Other (Please specify) _____

3. Please indicate in the box below the letter of the response that best describes your school.

☐
a) Public
b) Parochial
c) Private other than parochial

4. Please indicate the official 1968-69 fall school enrollment in the boxes below.

☐☐☐☐

5. Please indicate in the boxes below the grade levels taught in this school. (Use "K" to indicate Kindergarten)

from ☐☐ to ☐☐ except for grade levels ☐☐ ☐☐

For the purpose of this questionnaire library materials include such items as books, periodicals, films, filmstrips, records, tapes, etc. used by teachers and students; library services include library orientation, material selection, assistance with bibliographies, book or film reviewing, etc.

6. How have library services and materials been provided to the students in this school during the 1968-69 school year? (You may check more than one response)

a) ☐ Central library or instructional media center
b) ☐ School owned classroom collections
c) ☐ Special arrangements with a public library for the provision of library services AT THIS SCHOOL for the students and teachers. (For example, the public librarian selecting classroom collections or supplying the bulk of the school library.) Please give the name of the public library. _____
d) ☐ Arrangements with a public library for student and teacher use of the material AT THE PUBLIC LIBRARY during regular school hours. Please give the name of the public library. _____
e) ☐ Arrangements with another school(s) including vocational schools and colleges for the provision of library services for the students and teachers of this school. Please indicate the procedures under which the students of your school can use a library located in another school(s) and the name(s) of the school(s). _____
f) ☐ Arrangements with the school district instructional media center for the provision of library services or materials for the students and teachers at this school.
g) ☐ Other (Please specify) _____

7. If you have marked more than one response in question 6, please indicate the letter of the PRIMARY means of providing library service for the students and teachers at your school in the box below.

☐

8. Can persons other than students and teachers of this school make use of your library facilities DURING THE ACADEMIC YEAR? (You may mark more than one answer)

a) ☐ Yes, anyone
b) ☐ Yes, only persons living within the boundaries of the school district - adults as well as children
c) ☐ Yes, only students living in the school district, regardless of whether they attend public, private, or parochial school
d) ☐ Yes, only students attending public schools in the school district
e) ☐ Yes, only students attending schools which have made arrangements to use this school's library facilities
f) ☐ Yes, other (Please specify) _____
g) ☐ No

9. When can persons other than students and teachers of this school use your library facilities DURING THE ACADEMIC YEAR? Please indicate in the box below the letter of the most appropriate response.

☐
a) Anytime except during regular school hours
b) Anytime the school building is open
c) Other (Please specify) _____
d) Question is not applicable to this school

10. Are the library facilities used DURING THE SUMMER MONTHS at this school? (You may mark more than one response)

a) ☐ Yes, by the teachers and only those students enrolled in summer school
b) ☐ Yes, by the students and teachers of this school
c) ☐ Yes, by any students attending PUBLIC SCHOOL in the school district
d) ☐ Yes, by any students living in the school district or attending public, parochial, or private schools in the school district
e) ☐ Yes, by anyone living in the schoo. district - adults as well as children
f) ☐ Other (Please specify) _____
g) ☐ No

11. Are any changes in the school's library services planned for the 1969-70 school year? Please write the letter of the most appropriate response in the box below.

☐
a) Yes, a central library will be added
b) Yes, classroom collections will be added or expanded
c) Other (Please specify) _____
d) No

12. Are any changes in the school's operations planned for the 1969-70 school year? Please indicate the appropriate response and supply all additionally requested information.

a) ☐ Yes, some grade levels which are currently being taught will be dropped. (Please specify in boxes below which grades WILL be taught)
from ☐☐ to ☐☐ except ☐☐ ☐☐
b) ☐ Yes, some grades will be added to the grade levels currently being taught. (Please specify in boxes below all grades which WILL be taught)
from ☐☐ to ☐☐ except ☐☐ ☐☐
c) ☐ Yes, the school will discontinue operations after the 1968-69 school year.
d) ☐ Other (Please specify) _____
e) ☐ No

13. Please PRINT in the boxes below the name of the person directly responsible for the school's library facilities during the 1969-70 school year.

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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HIGHER EDUCATIONAL INSTITUTION LIBRARY QUESTIONNAIRE

HIGHER EDUCATIONAL INSTITUTION LIBRARY QUESTIONNAIRE

A. Name of institution and librarian

1. If the name or address of the institution, library or librarian as shown above is incorrect, please PRINT the correct information on the label.

2. Please indicate the type of program(s) offered by this institution. Please mark ALL appropriate responses.

a) ___ 2 year college program
b) ___ 4 year college program
c) ___ Graduate school
d) ___ Technical institute or college program
e) ___ Minor seminary
f) ___ College seminary
g) ___ Major seminary
h) ___ Other (Please specify) _____

3. Please indicate the official enrollment at the beginning of each academic year listed.

YEAR	UNDERGRADUATE ENROLLMENT		GRADUATE ENROLLMENT	
	Full time	Part time	Full time	Part time
1965				
1966				
1967				
1968				

4. Please indicate the number of faculty members at this institution at the beginning of each academic year listed.

YEAR	FULL TIME FACULTY	PART TIME FACULTY
1965		
1966		
1967		
1968		

5. Where is the main library housed?

a) In a separate building
b) In a classroom building
c) In an administration building
d) In a dormitory building
e) In the only school building on campus
f) Other (Please specify) _____

6. If the main library is NOT housed in a separate building, is there an entrance that leads directly from the outside into the library and which would allow the library to be open for use when the rest of the building is closed?

___ a) Yes
___ b) No
___ c) Library is housed in separate building

7. Are any departmental libraries or significant collections housed in places other than the main library? If yes, please fill out the supplemental questions attached at the end of this questionnaire.

___ a) Yes
___ b) No

8. Please indicate the approximate square footage delineated to the main library.

_____ square feet in the main library

9. Please indicate the seating capacity of the main library.

_____ seating capacity at tables and carrels in the main library
_____ other seating capacity in the main library

10. Please indicate the hours the main library is open during the regular school year, summer sessions, and summer when no classes are in session.

Regular school year:
Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

Summer session:
Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

Summer when no classes are held:
Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

11. In order to make the following question more meaningful, please indicate how the items in Column I are counted with reference to the categories listed in Column II by writing the appropriate letter from Column II in Column I.

I	II
___ 1) Books	a) Volumes
___ 2) Unbound periodicals	b) Periodicals
___ 3) Bound periodicals	c) Newspapers
___ 4) Unbound newspapers	d) Government documents
___ 5) Bound newspapers	e) Vertical file
___ 6) Microfilms	f) Phonograph records
___ 7) Microcards	g) Magnetic tapes
___ 8) Microfiche	h) Films
___ 9) Microprints	i) Filmstrips
___ 10) Films	j) Slides
___ 11) Slides	k) Microform
___ 12) Filmstrips	l) Maps
___ 13) Phonograph records	m) Sheet music and/or scores
___ 14) Magnetic tapes	n) Realia
___ 15) Pamphlets, clippings	o) Library owns, but does not count or segregate
___ 16) Maps	p) Library does not own
___ 17) Photographs	Other (Please specify)
___ 18) Charts	q) _____
___ 19) Graphic drawings	r) _____
___ 20) Museum materials	s) _____
___ 21) Models	
___ 22) Sheet music	
___ 23) Musical scores	
___ 24) Framed art pictures	
___ 25) Government documents	
___ 26) Blueprints	
___ 27) Reports	
___ 28) Other (Please specify)	
_____	
_____	
_____	

12. Please indicate the size of the library collection for the beginning of each of the following ACADEMIC years. Do NOT record items in more than one category.

	1965-66	1966-67	1967-68	1968-69
Volumes				
Periodical titles				
Newspaper subscriptions				
Government documents				
Vertical file (by linear feet)				
Phonograph records (by volume)				
Magnetic tapes (by reel)				
Films (by reel)				
Filmstrips				
Slides				
Microform - Number of titles (R				
Number of units				
Maps				
Sheet music and/or scores				
Realia				
Other (Please specify)				
_____				
_____				
_____				

13. Please indicate the specific areas of interest or subject fields in which the collection is strong, or in which items of particular value are held.

_____
_____
_____
_____

14. Please indicate the special equipment this library has, who may use the equipment, and the service charge, if any.

EQUIPMENT	NUMBER OWNED	MAY BE USED BY FACULTY AND STUDENTS			MAY BE USED BY GENERAL PUBLIC		
		Yes	No	Service charge	Yes	No	Service charge
Microform reader/printers				$ per			$ per
Microform readers				$ per			$ per
Movie/slide projectors				$ per			$ per
Movie screens				$ per			$ per
Phonographs				$ per			$ per
Radios				$ per			$ per
Tape recorders				$ per			$ per
Typewriters				$ per			$ per
Photocopiers (Please indicate the type of photocopiers) _____ _____				$ per			$ per

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15. What are the normal loan periods for the following types of material? (Please mark the "N" column for any material the library has but does not circulate. Other column headings are "S" = students enrolled in this institution; "F" = faculty members of this institution; and "NS" = those persons not associated with this institution.)

TYPE OF MATERIAL	N	LOAN PERIOD S	F	NS
Circulating books				
Periodicals - Current issues				
Periodicals - Back, unbound issues				
Periodicals - Bound volumes				
Pamphlets, Maps, govt. documents, and similar printed material				
Records, audio tapes, and other audio material				
Films, filmstrips, slides, and other visual material				

16. Please indicate the circulation figures for the following academic years. (Please mark the "N" column for any material the library has but does not circulate, and the "NA" column for those categories which do not apply. Other column headings are: "S" = circulation to students and faculty of this institution; "NS" = circulation to persons not associated with this institution; "C" = combined, no differentiation made between members and non-members of this institution.)

MATERIALS	1965-66 N	NA	S	NS	C	1966-67 N	NA	S	NS	C
Reserve materials										
Non-reserve books										
Periodicals--include in-library circulation figures										
Pamphlets, maps, govt. documents, and similar printed materials										
Records, tapes, and other audio materials										
Films, filmstrips, slides, and other visual materials										
TOTAL										

MATERIALS	1967-68 N	NA	S	NS	C	1968-69 N	NA	S	NS	C
Reserve materials										
Non-reserve books										
Periodicals--include in library circulation figures										
Pamphlets, maps, govt. documents, and similar printed materials										
Records, tapes, and other audio materials										
Films, filmstrips, slides, and other visual materials										
TOTAL										

17. Please describe the charging system used by this library.

18. Are persons NOT associated with the institution or its staff allowed to CONSULT MATERIALS IN THE LIBRARY(IES)? Please indicate the restrictions on such in-library use (such as only residents of the city or county, or of a specific age) as appropriate including those departmental libraries or collections not housed in the main library.

a) ☐ Yes (Please specify the restrictions) _____

b) ☐ No

19. Are persons NOT connected with this institution or its staff allowed to BORROW material from the library? Please indicate the regulations and restrictions for borrowing of materials by such personnel, including those departmental libraries or collections not housed in the main library.

a) ☐ Yes (Please specify the regulations and restrictions) _____

b) ☐ No

20. Does this library LEND or reproduce materials on request to public, school, special, and other higher educational institution libraries? Please indicate approximately how much material was loaned in the 1968-69 academic year, and indicate by name the libraries which most frequently used this service.

a) ☐ Yes ☐☐☐☐ items
Libraries: _____

b) ☐ No

21. Does this library BORROW or obtain reproduced material from public, school, special, and other higher educational institution libraries? Please indicate approximately how much material was borrowed in the 1968-69 academic year and indicate by name the libraries most frequently used.

a) ☐ Yes ☐☐☐☐ items
Libraries: _____

b) ☐ No

22. Does this library have any other special arrangements with other libraries or institutions for sharing library services? Please indicate other information as appropriate.

a) ☐ Reciprocal borrowing privileges for faculty and students (Please specify with which institution(s)) _____

b) ☐ Union catalog (Please specify the scope of the catalog i.e. periodical reference, and specify in conjunction with which institution(s)) _____

c) ☐ Other (Please specify) _____

d) ☐ No special arrangements with other libraries or institutions

23. What specific methods are used for INTER-library communications excluding normal telephone and mail service? Please indicate the library or organization with which this library is linked.

a) ☐ WATS (Wide Area Telephone Service) (Please specify linkages) _____

b) ☐ TWX (Teletypewriter Exchange Service) (Please specify linkages) _____

c) ☐ TWP (Private line teletypewriter) (Please specify linkages) _____

d) ☐ Other (Please specify the method and the linkages) _____

e) ☐ No special methods are currently in use

24. Please indicate the size of the library staff at the beginning of the 1968-69 academic year for each of the following categories.

a) Professional librarians (persons having a fifth year library degree)

☐☐☐ number of persons employed full time

☐☐☐ number of full-time equivalent of part time personnel

b) Other professional staff (persons who, though not librarians, are in positions requiring at least a bachelor's degree)

☐☐☐ number of persons employed full time

☐☐☐ number of full-time equivalent of part time personnel

c) Nonprofessional staff (persons in receiving, shipping, storing, secretarial duties, etc.)

☐☐☐ number of persons employed full time

☐☐☐ number of full-time equivalent of part time personnel

d) Student workers (people who are enrolled at your institution, and are working in the library for either money or scholarship fullfillment)

☐☐☐ number of full-time equivalent

25. Please indicate in the appropriate spaces the INSTITUTION'S educational expenditures for the years 1965 through 1968.

YEAR	OPERATING & MAINTENANCE EXPENDITURES	CAPITAL EXPENDITURES
1965-66 academic year		
1966-67 academic year		
1967-68 academic year		
1968-69 academic year		

26. Please indicate the library's expenditures for the academic years 1965 through 1968, EXCLUDING federal grants.

ACADEMIC YEAR	LIBRARY MATERIALS INCLUDING BINDING	STAFF SALARIES	OTHER OPERATING COSTS	MAINTENANCE COSTS	CAPITAL EXPENDITURES
1965-66	$	$	$	$	$
1966-67	$	$	$	$	$
1967-68	$	$	$	$	$
1968-69	$	$	$	$	$

27. Please indicate the approximate amount the library received from federal grants for the academic years 1965 through 1968.

ACADEMIC YEAR	LIBRARY MATERIALS INCLUDING BINDING	STAFF SALARIES	CAPITAL EXPENDITURES
1965-66	$	$	$
1966-67	$	$	$
1967-68	$	$	$
1968-69	$	$	$

28. Please indicate and explain any equipment or methods used by this library which seem particularly innovative (e.g. computerized cataloging, computerized information retrieval, facsimile transmission, closed circuit T.V.). _____

29. Have counts of persons entering, leaving, or using the library been conducted in the past 5 years? If so, please indicate the method of counting (e.g. counting every person entering or counting persons in the library at specific times throughout the day), the date, and the number of users counted. Please attach a copy of the results, if available.

a) ☐ Yes. Description of method, date, and count for each library _____

b) ☐ No counts have been conducted

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10. Are any changes in this library's services and facilities planned for the next five years? (Please mark ALL appropriate responses)

a) ___ Yes, space used for library purposes will be expanded to more than 10 percent
b) ___ Yes, a new library will be constructed with a proposed completion date of _____
c) ___ Yes, the growth of the subject areas currently in the library will be increased at a rate greater than the normal acquisition rate
d) ___ Yes, new subject areas will be included in the collection
e) ___ Yes, the selection of media or format criteria will be changed at a rate greater than the normal acquisition rate
f) ___ Yes, some forms of audio or visual materials will be added to the collection (Please specify the types to be added) _____
g) ___ Other (Please explain briefly) _____
h) ___ No major changes planned at this time

Thank you for your cooperation.

SUPPLEMENTAL QUESTIONNAIRE

Please fill out a separate Supplemental Questionnaire for EACH departmental library, or those collections which are housed separately from the main library.

1. Please PRINT the name and address of one departmental library or significant collection which is housed outside the main library.

LIBRARY	BUILDING AND STREET ADDRESS	PERSON IN CHARGE

2. Are the materials cataloged and counted with the main library collection?

a) Yes, cataloged
b) Yes, counted
c) Yes, cataloged and counted
d) No, neither cataloged nor counted

3. Please indicate the approximate square footage delineated to this library or collection.

_____ square feet

4. Please indicate the seating capacity of this library.

_____ seating capacity at tables and carrels
_____ other seating capacity

5. Please indicate the hours this library is open during the regular school year, summer session, and summer when no classes are in session.

Regular school year:
Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

Summer session:
Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

Summer when no classes are held:
Sunday _____
Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

6. Who is directly responsible for the materials, staffing, and policy making for this library?

a) The department with which the library is located
b) The main library
c) A combination of the library and the department
d) Other

SPECIAL LIBRARY QUESTIONNAIRES

SPECIAL LIBRARY QUESTIONNAIRE

1. Name and address of library

2. If the name or address of the library as shown above is incorrect, please print the corrections in the spaces.

3. Please print in the boxes below the name of the person in charge of the library.

4. What were the dates of the last fiscal year for this institution?

From ___ (month) ___ (day) ___ (year) to ___ (month) ___ (day) ___ (year)

5. Please define the objectives of this library (e.g., to serve research and development departments in fields of metallurgy, ceramics, electrical engineering, etc.).

6. Please indicate precisely who this library is intended to serve and approximately the number of persons this library serves now and at the end of the last fiscal year.

___ ___ ___ ___ End of last fiscal year

7. Please indicate the size of the library collection at the end of the last fiscal year for each of the following years. DO NOT include items in more than one category. If this library combines several items in categories, please indicate for each such item in category the category under which it is recorded.

MATERIAL	1965	1966	1967	1968	1969
Books					
Periodical titles					
Newspaper subscriptions					
Government documents					
Reports					
Pamphlets (by linear feet)					
Clippings (by linear feet)					
Photograph records (by volume)					
Tapes (by reel)					
Films (by reel)					
Filmstrips					
Slides					
Microform - Number of titles					
Microform - Number of units					
Blueprints					
Graphic drawings					
Maps					
Sheet music					
Photographs					
Art pictures					
Other (Please specify)					

7. Please indicate the circulation totals for the following years. Please check the "NA" column for any materials the library has but does not circulate. If circulation records are NOT KEPT please check the "NA" column.

MATERIAL	Y	NA	CIRCULATION TOTALS 1965	1966	1967	1968
Books						
Bound journals						
Unbound periodicals and journals						
Newspapers						
Government documents						
Reports						
Pamphlets						
Clippings						
Photograph records						
Tapes						
Films						
Filmstrips						
Slides						
Microform						
Blueprints						
Maps						
Sheet music						
Photographs						
Art pictures						
Other (Please specify)						

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8. What are the loan periods for the following types of material? Please check the "N" column for any material the library has but does not circulate and indicate the length of ALL loan periods if there is more than one loan period for each type of material.

MATERIAL	N	LENGTH OF LOAN PERIOD	
		Circulated	Limited circulation
Books			
Bound journals			
Unbound periodicals and journals			
Newspapers			
Government documents			
Reports			
Pamphlets			
Clippings			
Phonograph records and tapes			
Films, filmstrips, and slides			
Microform			
Blueprints			
Maps			
Sheet music			
Photographs			
Art pictures			
Other (Please specify)			

9. Please indicate below the specific areas of interest or subject fields in which the collection is strong, or in which items of particular value are held.

10. Please indicate the number of persons on the library staff in each of the following categories at the close of the last fiscal year.

- ☐☐☐ full-time professional librarians
- ☐☐☐ part-time professional librarians
- ☐☐☐ full-time professional staff (excluding professional librarians)
- ☐☐☐ part-time professional staff (excluding professional librarians)
- ☐☐☐ full-time non-professional staff
- ☐☐☐ part-time non-professional staff

11. Are any departmental libraries or significant collections housed in places other than the main library? Please list the collections and their locations. Please mark ALL appropriate responses.

a) ☐ Yes, such collections ARE cataloged with main library's collection. (Please specify the collections and their locations)

b) ☐ Yes, but such collections are NOT cataloged with main library's collection. (Please specify the collections and their locations)

c) ☐ No, there are no departmental libraries or significant collections housed outside the main library.

12. Please indicate the year that the library(ies) was established.

- ☐☐☐☐ (DATE) main library
- ☐☐☐☐ (DATE) _____ (NAME) collection or library
- ☐☐☐☐ (DATE) _____ (NAME) collection or library

13. Please indicate below the daily hours that the main library is open during a regular week.

Sun - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Mon - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Tu - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Wed - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Th - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Fri - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Sat - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.

14. Please indicate below the daily hours that the departmental library(ies) or significant collection(s) is open during a regular week.

a. _____ collection or library
Sun - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Mon - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Tu - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Wed - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Th - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Fri - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Sat - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.

b. _____ collection or library
Sun - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Mon - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Tu - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Wed - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Th - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Fri - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.
Sat - From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M., From ☐☐:☐☐ A.M./P.M. To ☐☐:☐☐ A.M./P.M.

15. Please indicate the approximate square footage delineated to the library(ies).

- ☐☐☐☐☐ square feet in the main library
- ☐☐☐☐☐ square feet in the _____ (NAME) collection or library
- ☐☐☐☐☐ square feet in the _____ (NAME) collection or library

16. Please indicate the seating capacity of the library(ies).

a. main library
- ☐☐☐ table and carrel seating capacity
- ☐☐☐ non-table reading chair capacity

b. _____ collection or library
- ☐☐☐ table and carrel seating capacity
- ☐☐☐ non-table reading chair capacity

c. _____ collection or library
- ☐☐☐ table and carrel seating capacity
- ☐☐☐ non-table reading chair capacity

17. Are any persons not directly associated with this organization or company allowed to use this library? Please mark ALL appropriate responses and indicate the restrictions on such use, such as: only those persons living in the local community may use the library. If there are no restrictions, please print "no restrictions" in the space provided.

a) ☐ Materials can be CONSULTED IN THE LIBRARY
Restrictions: _____

b) ☐ Materials can be BORROWED from the library
Restrictions: _____

c) ☐ Tele. one reference and information requests are filled by the library staff
Restrictions: _____

d) ☐ Other provisions for using material (Please specify) _____

e) ☐ No one other than members of this company or organization may use this library

18. Does this library BORROW or get reproduced material from other libraries? Please mark ALL appropriate responses and indicate the approximate number of items borrowed or reproduced from each type of library during the last fiscal year.

a) ☐ From public library(ies)
☐☐☐☐☐ items borrowed or reproduced
Library(ies) most frequently used _____

b) ☐ From academic library(ies)
☐☐☐☐☐ items borrowed or reproduced
Library(ies) most frequently used _____

c) ☐ From other special library(ies)
☐☐☐☐☐ items borrowed or reproduced
Library(ies) most frequently used _____

d) ☐ From Kentucky State Reference and Loan Library
☐☐☐☐☐ items borrowed or reproduced

e) ☐ Other (Please specify) _____

f) ☐ No

19. Are library materials LOANED or reproduced on request to public, academic, or other special libraries? If yes, please mark the approximate number of loans made in the last fiscal year and indicate by name which library(ies) borrowed or reproduced material most frequently.

a) ☐ Yes
☐☐☐☐☐ Items loaned or reproduced
Library(ies) _____

b) ☐ _____

20. Are telephone reference and information requests which are made by other libraries accepted by this library staff? Please mark ALL appropriate responses and indicate any restrictions.

a) ☐ Telephone requests by PUBLIC libraries are filled
Restrictions: _____

b) ☐ Telephone requests by ACADEMIC libraries are filled
Restrictions: _____

c) ☐ Telephone requests by SCHOOL libraries are filled
Restrictions: _____

d) ☐ Telephone requests by other SPECIAL libraries are filled
Restrictions: _____

e) ☐ No telephone requests from other libraries are accepted by this library staff

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21. Are there any collections of documents in the library(ies) that have restricted access?

☐ a) Yes. Please indicate the percentage of each library's collection which this restricted material represents

☐☐ % at main library

☐☐ % at _____ (specify collection or library)

☐☐ % at _____ (specify collection or library)

☐ b) No

22. Please indicate the special services offered by the library.

a) ☐ Reciprocal borrowing privileges for members or employees (Please specify with which institution(s)): _____

b) ☐ Union catalog (Please specify the scope of the catalog i.e. periodical reference and specify in connection with which institution(s)): _____

c) ☐ Other (Please specify): _____

d) ☐ None

23. If questions 17 through 22 do not clearly reflect this library's practice or policy in using the resources of other libraries or in allowing others to use this library please make any necessary comments below.

_____

24. Please indicate the physical equipment this library has and who may use the equipment.

	Owned by the library		Owned by other agencies but available in this library		Owned by the library but available for use in other agencies
	Used by public free	Used by public service charge	Used by public free	Used by public service charge	Used by public service charge
Microfilm (Please indicate type of microfilm) _____					
Microfilm reader					
Microfilm reader-printer					
Microcard reader					
Microcard reader-printer					
Microfiche reader					
Microfiche reader-printer					
Tape recorders					
Other (Please specify) _____ _____ _____					

25. Please indicate and explain any equipment or methods used by this library which seem particularly innovative (e.g. computerized cataloging, computerized information retrieval, facsimile transmission, closed-circuit T.V.). _____

26. Are any changes in this library's services and facilities planned for the next five years? Please mark ALL appropriate responses.

a) ☐ Yes, space used for library purposes will be expanded to more than 10 percent

b) ☐ Yes, the depth of the subject areas presently in the library will be increased at a rate greater than the normal acquisition rate

c) ☐ Yes, new subject areas will be included in the collection (Please specify) _____

d) ☐ Yes, the collection of audio material will be expanded at a rate greater than the normal acquisition rate

e) ☐ Yes, more forms of audio material will be added to the collection (Please specify) _____

f) ☐ Yes, the collection of visual material will be expanded at a rate greater than the normal acquisition rate

g) ☐ Yes, more forms of visual material will be added to the collection (Please specify) _____

h) ☐ Other (Please specify) _____

i) ☐ No changes are planned for the next five years

27. Please indicate the approximate total expenditures for salaries, materials, and maintenance of the library over the last five years.

☐☐☐☐☐☐☐☐ for 1964

☐☐☐☐☐☐☐☐ for 1965

☐☐☐☐☐☐☐☐ for 1966

☐☐☐☐☐☐☐☐ for 1967

☐☐☐☐☐☐☐☐ for 1968

Thank you for your cooperation.

SPECIAL LIBRARY QUESTIONNAIRE

A. Name and address of library

1. If the name or address of the library as shown above is incorrect, please PRINT the corrections on the label.

2. Please indicate approximately the number of persons this library served during 1968 (i.e. the number of people who COULD have used the library, NOT just the number who did).

☐☐☐☐☐

3. Please indicate the size of the library collection at the end of 1968. Do NOT record items in more than one category. If this library combines several items or categories, please indicate for each such item or category under which it is recorded.

	1968
Books	
Magazine titles	
Newspaper subscriptions	
Pamphlets and clippings (by linear feet)	
Phonograph records (by volume)	
Tapes (by reel)	
Films (by reel)	
Filmstrips	
Slides	
Sheet music	
Other (Please specify) _____	
_____	
_____	

4. Please indicate below any specific areas of interest or subject fields in which the collection is strong, or in which items of particular value are held.

_____

5. Please indicate the number of persons on the library staff in each of the following categories at the end of last year.

☐☐ full-time paid library staff

☐☐ part-time paid library staff

☐☐ full-time volunteer staff devoting approximately _____ hours per week to the library

☐☐ part-time volunteer staff devoting approximately _____ hours per week to the library

6. Please indicate the approximate square footage delineated to the library.

☐☐☐☐☐ square feet

7. Please indicate the seating capacity of the library.

☐☐☐ seating capacity at tables and carrels

☐☐☐ other seating capacity

8. Are any persons not directly associated with this organization or company allowed to use this library? Please mark ALL appropriate responses and indicate the restrictions on such use, such as: only those persons living in the local community may use the library. If there are no restrictions, please print "no restrictions" in the space provided.

a) ☐ Materials can be CONSULTED IN THE LIBRARY
Restrictions: _____

b) ☐ Materials can be BORROWED from the library
Restrictions: _____

c) ☐ Telephone reference and information requests are filled by the library staff
Restrictions: _____

d) ☐ Other provisions for using material (Please specify) _____

e) ☐ No one other than members of this company or organization may use this library

9. Does this library BORROW or get reproduced material from other libraries? Please mark ALL appropriate responses and indicate the approximate number of items borrowed or reproduced from each type of library during the last fiscal year.

a) ☐ From public library(ies)
☐☐☐☐☐ items borrowed or reproduced
Library(ies) most frequently used _____

b) ☐ From academic library(ies)
☐☐☐☐☐ items borrowed or reproduced
Library(ies) most frequently used _____

c) ☐ From other special library(ies)
☐☐☐☐☐ items borrowed or reproduced
Library(ies) most frequently used _____

d) ☐ From Wisconsin State Reference and Loan Library
☐☐☐☐☐ items borrowed or reproduced

e) ☐ Other (Please specify) _____

f) ☐ No

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10. Are library materials LOANED or reproduced on request to public, academic, or other special libraries? If yes, please mark the approximate number of loans made in the last fiscal year and indicate by name which library(ies) borrowed or reproduced material most frequently.

a) ☐ Yes

☐☐☐☐☐ total items loaned or reproduced

Library(ies) _____

b) ☐ No

11. If questions 6 through 10 do not clearly reflect this library's practice or policy in using the resources of other libraries or in allowing others to use this library please make any necessary comments below.

_____

_____

_____

12. Please indicate the approximate total expenditures for salaries, materials, and maintenance of the library during 1968.

$ ☐☐☐☐,☐☐☐

Thank you for your cooperation.

FIRST CLASS
PERMIT NO. 652
WAUKESHA, WIS.

BUSINESS REPLY MAIL
No Postage Stamp Necessary if Mailed in the United States

POSTAGE WILL BE PAID BY

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
916 N. EAST AVENUE
WAUKESHA, WISCONSIN 53186

☐ Yes, We have a library as defined

☐ We have a collection of particular significance which may be of interest to other agencies or organizations

☐ No, we do not have a library as defined

Name and address of organization

_____

_____

_____

Name of person in charge of the library or collection

_____

Appendix C

INFORMATIONAL MEETINGS ATTENDED BY PROFESSIONAL LIBRARIANS, LIBRARY TRUSTEES, LOCAL PUBLIC OFFICIALS, AND INTERESTED CITIZENS IN THE REGION: JUNE-AUGUST 1971

INFORMATIONAL MEETINGS FOR PROFESSIONAL LIBRARIANS

Date	Location	Time	Number of Persons Attending	Alternative Library Plan Favored By Those Attending Meeting				
				1	2	3	4	No Vote
June 3, 1971	Maude Shunk Public Library, Menomonee Falls	1:30 p.m.	43	0	0	13	16	14
June 4, 1971	Maude Shunk Public Library, Menomonee Falls	9 a.m.	35	5	4	3	6	17
June 9, 1971	Burlington Public Library	1:30 p.m.	31	1	1	12	11	6
June 10, 1971	Burlington Public Library	9 a.m.	35	1	6	6	12	10

INFORMATIONAL MEETINGS FOR LIBRARY TRUSTEES, LOCAL OFFICIALS, AND INTERESTED CITIZENS

Date	Location	Time	Number of Persons Attending
July 22, 1971	Tippecanoe Neighborhood Library, Milwaukee	7:30 p.m.	28
July 28, 1971	Walworth County Courthouse, Elkhorn	7:30 p.m.	34
July 29, 1971	West Bend Public Library	7:30 p.m.	27
August 4, 1971	Boys and Girls Department, Kenosha Public Library	7:30 p.m.	10
August 10, 1971	Cedarburg Public Library	7:30 p.m.	33
August 11, 1971	Waukesha Public Library	7:30 p.m.	39
August 12, 1971	Ives Grove County Building, Racine County	7:30 p.m.	37

Appendix D

MODEL RESOLUTION FOR ADOPTION OF THE LIBRARY FACILITIES AND SERVICES PLAN FOR SOUTHEASTERN WISCONSIN

WHEREAS, the Southeastern Wisconsin Regional Planning Commission, which was duly created by the Governor of the State of Wisconsin in accordance with Section 66.945(2) of the Wisconsin Statutes on the eighth day of August 1960 upon petition of the Counties of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha, has the function and duty of making and adopting a master plan for the physical development of the Region; and

WHEREAS, the Southeastern Wisconsin Regional Planning Commission has completed and adopted a regional land use plan at its meeting held on the 1st day of December 1966; and

WHEREAS, the Southeastern Wisconsin Regional Planning Commission has:

1. Collected, compiled, processed, and analyzed various types of demographic, economic, land use, and library facilities and services data and materials pertaining to the development of the Region.

2. Prepared objectives, principles, and standards for library facility, services, and administrative system development.

3. Forecast regional growth and change as related to population, land use, and library facility and service demand.

4. Developed, compared, and evaluated alternative library system plans for the Region.

5. Selected and adopted on the _____day of _____, 1974, a regional library facilities and services plan to the year 1990; and

WHEREAS, the aforementioned inventories, analyses, objectives, principles, standards, forecasts, alternative plans, and adopted plan are set forth in a report entitled, SEWRPC Planning Report No. 19, Library Facilities and Services Plan for Southeastern Wisconsin, published in July 1974; and

WHEREAS, the Commission has transmitted certified copies of its resolution adopting such regional library facilities and services plan, together with the aforementioned SEWRPC Planning Report No. 19, to the local units of government; and

WHEREAS, the (Name of Local Governing Body) has supported, participated in the financing of, and generally concurred in the regional planning programs undertaken by the Southeastern Wisconsin Regional Planning Commission and believes that the regional library facilities and services plan prepared by the Commission is a sound and valuable guide, not only to the development of the Region, but also of the community, and the adoption of such plan by the (Name of Local Governing Body) will assure a common understanding by the several governmental levels and agencies concerned and enable these levels and agencies of government to program the necessary areawide and local plan implementation work; and

WHEREAS, the (Name of Local Governing Body) did on the _____day of _____19___, approve a resolution adopting the regional land use plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED that, pursuant to Section 66.945(12) of the Wisconsin Statutes, the (Name of Local Governing Body) on the_____day of_____19___, hereby adopts the regional library facilities and services plan previously adopted by the Southeastern Wisconsin Regional Planning Commission as set forth in SEWRPC Planning Report No. 19 as a guide for regional and community development.

BE IT FURTHER HEREBY RESOLVED that the_____clerk transmit a certified copy of this resolution to the Southeastern Wisconsin Regional Planning Commission.

_____
(President, Mayor, or Chairman of the Local Governing Body)

ATTESTATION

_____
(Clerk of Local Governing Body)